

***Joint Personnel Adjudication System
User's Manual***



Chief of Naval Operations (N09N2)

February 2006

TABLE OF CONTENTS

Introduction.....	1-1
Basic Policy.....	1-2
Authority.....	1-4
Applicability.....	1-5
General Rules Regarding JCAVS.....	2-1
JCAVS Levels and Investigative Requirements.....	3-1
How to Register for JCAVS Access.....	4-1
JCAVS Gateway.....	5-1
How to LOGIN.....	6-1
How to Change Your Password.....	7-1
Establishing a JCAVS Accounts.....	8-1
Modifying a JCAVS Accounts.....	8-8
Removing a JCAVS Accounts.....	8-10
How to Reset a User's Password	8-11
How to Lock a User's Account.....	8-12
How to Unlock a User's Account.....	8-13
How to Log Off a User.....	8-14
JCAVS Users Error Messages.....	8-15
Establishing a Security Management Office (SMO).....	9-1

Establishing a Parent Relationship.....	10-1
JCAVS Users Affiliated With Your SMO.....	11-1
Person Summary.....	12-1
Establishing Your Personnel Security Management Network (PSM Net).....	13-1
Adding An Individual to Your PSM Net.....	13-10
In-Process An Individual Into Your SMO.....	14-1
How to Record the Non Disclosure Agreement.....	15-1
Granting Command Access.....	16-1
Granting NATO Access.....	16-3
Granting SIOP Access.....	16-4
Granting Nuclear Access.....	16-5
How to Determine the Status of an OPM Investigation.....	17-1
Request Security Clearance from the CAF.....	18-1
JCAVS Record of a Request for Eligibility.....	18-3
DON CAF Response to a Request for Eligibility.....	18-4
How to Record Submission of an Investigation.....	19-1
Documenting Interim Access.....	20-1
Aging Interim Notification.....	21-1
Message from the CAF.....	22-1
History Links.....	23-1

How to Submit Continuous Evaluation.....	24-1
Viewing an Incident Report Update Notification.....	24-4
Command Suspension of Access.....	25-1
CAF Suspension of Access.....	25-2
DON CAF Request for Additional Information.....	26-1
Notification of a Statement of Reason.....	27-1
Commands Response to a Statement of Reason.....	27-2
Creating a Command Suspense Item.....	28-1
Overdue Suspense Item Notification.....	28-3
Closing Out Suspense Item.....	28-3
Creating a Remarks History.....	29-1
Security Actions Taken By A Servicing SMO.....	30-1
How to Create a Visit Request.....	31-1
How to Modify a Visit Request.....	31-5
How to Cancel a Visit Request.....	31-6
Visit Person Summary Screen.....	31-7
Viewing a Visit Notification.....	31-8
Command Debrief	32-1
Removing An Individual From PSM Net.....	33-1

Projected Loss Notification.....	34-1
Request to Reactivate an Archived Person.....	35-1
JCAVS Report Server Available for Use.....	36-1
How to Obtain JCAVS Reports.....	36-2
JPAS Test Problem Report.....	37-1
JCAVS Clearance Eligibility.....	38-1
Position Sensitivity Codes.....	39-1
Investigation Codes.....	39-2
Acronym.....	40-1
Definitions.....	41-1
Navy JCAVS POCs.....	42-1

INTRODUCTION

The purpose of this user manual is to provide a general guide and explanation on the use of the Joint Clearance and Access Verification System (JCAVS). This manual is provided in conjunction with JCAVS hands-on training and is intended to help Department of the Navy (DON) JCAVS Account Managers and Users:

- a. Verify security clearance eligibility.
- b. Determine the status of a personnel security investigation.
- c. Record the execution of the Classified Information Non-disclosure Agreement (SF 312)
- d. Record interim security clearance determinations.
- e. Record command authorized access.
- f. Process incoming and outgoing visit requests.

The information in this manual is valid at the date of issuance, however, the JCAVS is a system undergoing constant change and improvements.

Consult your local JCAVS Account Manager or your Immediate Senior in the Chain of Command (ISIC) Security Manager and refer to the Chief of Naval Operations (N09N2) website at www.navysecurity.navy.mil for the latest information on system updates.

JOINT PERSONNEL ADJUDICATION SYSTEM

The Joint Personnel Adjudication System (JPAS) is the Department of Defense (DoD) personnel security clearance and access database. It facilitates personnel security program management for the Department of Defense Central Adjudication Facilities, for DoD security managers, and Sensitive Compartment Information (SCI) program managers. JPAS interfaces with the Defense Security Service (DSS) and the Office of Personnel Management (OPM) to populate personnel security investigation data and the personnel systems, Defense Enrollment Eligibility Reporting System (DEERS) and Defense Civilian Personnel Data System (DCPDS), to populate identifying data.

JPAS is the system of record for personnel security adjudication, clearance and verification and history. JPAS has two applications. The Joint Adjudication Management System (JAMS) and the Joint Clearance and Access Verification System (JCAVS). JAMS is the application which supports central adjudication facilities personnel and provides capabilities and data such as case management/distribution, adjudication history, due process history, revocations and denial action information, and will have the ability to electronically access personnel security investigative reports from either the DSS or the OPM. JCAVS is the application which supports command security personnel and provides capabilities and data such as local access record capabilities, debriefings, incident file reports and eligibility data, SAP access information and security management reports.

Department of the Navy (DON) commands are required to use JCAVS exclusively to record all access determinations which includes temporary access, upgrades, downgrades, and suspensions. Commands must document interim security clearance determinations, execution of Nondisclosure Agreements (SF-189, SF-189A or SF-312), and personal attestations and use JCAVS to submit continuous evaluation reports, pass visit requests, determine security clearance and Sensitive Compartmented Information

JOINT PERSONNEL ADJUDICATION SYSTEM

(SCI) access eligibility, determine status of requested personnel security investigation (PSI), record PSI submission dates and request DON CAF determinations, record all access determinations, JCAVS users will be responsible for changes to an individual's access within the JCAVS.

The minimum investigative standards required for access to JCAVS can be found in chapter 3-1.

The minimum security clearance eligibility for access to JCAVS can be found in chapter 3-1.

Data will be permanently retained within JPAS but it will not always be displayed. Data pertaining to individuals that retire or separate from the DON will be visibly retained for 24 months. However, if no action occurs on the individual record for twenty-four months, the record will be purged from display and archived. General Officer and Senior Executive Service employee data will be visibly retained indefinitely.



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520
Ser 09N2/3U532515

DEC 1 2003

From: Chief of Naval Operations
To: Director, Department of the Navy Central Adjudication Facility
Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) ACCOUNTS
Ref: (a) CNO memo 5520 Ser 09N2/2U532651 of 1 Nov 02
(b) MARADMIN 111/03 of 14 Mar 03
(c) NAVADMIN 247/03 of 8 Sep 03
(d) MARADMIN 249/03 of 23 May 03

1. In order to encourage commands to use the Joint Personnel Adjudication System (JPAS), please attach this guidance to all outgoing correspondence addressed to commands that have not established accounts or registered as JPAS users.
2. Commands were instructed by references (a) through (d) to use the JPAS to request Department of the Navy Central Adjudication Facility (DON CAF) personnel security actions or to report information under the Continuous Evaluation Program (CEP).
3. It is essential that commands establish JPAS accounts immediately and register their Security Management Office (SMO) both for Security Managers and Special Security Officers, as appropriate. By establishing an account and registering an SMO, commands will create the necessary automated communication path with DON CAF. Commands that fail to adhere to the referenced requirements and do not register their SMO will be unable to properly communicate with the DON CAF.
4. The CNO (N09N2) point of contact for this matter is Ms. Mary Anderson, who may be reached at (202) 433-8854, DSN 288-8854, or e-mail at manderso@ncis.navy.mil.

M. F. BROWN
Assistant for Information
and Personnel Security



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520
Ser 09N2/2U532651

NOV 1 2002

From: Chief of Naval Operations
Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)
Ref: (a) OASD(C3I) memo of 26 Oct 00 (NOTAL)
Encl: (1) JCAVS Account Managers

1. As directed by reference (a), the Joint Personnel Adjudication System (JPAS), a web-based system developed for use by security personnel throughout the Department of Defense, is being deployed throughout the Department of the Navy (DON). Security personnel will use the Joint Clearance Access Verification System (JCAVS) portion of JPAS to manage the command's access authorization process, to validate personnel security clearance eligibility and to determine the status of personnel security investigation requests. Commands with JCAVS access may use the JCAVS data in lieu of the Defense Clearance and Investigations Index (DCII) data and the DON Central Adjudication Facility (CAF) clearance certification records, as appropriate, to support local access determinations.

2. The timing for employing JCAVS within the DON is critical due to the forthcoming changes in communication systems, including elimination of AUTODIN messages. Effective 1 January 2003, all DON CAF clearance determinations will be communicated using JPAS/JCAVS. Further, commands will also use JCAVS to request DON CAF action, to forward visit requests, and to validate and/or complete non-disclosure agreements.

3. While a number of command JCAVS users have already been registered, all future requests for access to JCAVS will be approved using a hierarchical authorization process. The goal is to have all DON commands through the fourth echelon level registered for JCAVS system access by the end of December 2002.

a. All second echelon commands will review the enclosed list of JCAVS account managers to ensure accuracy. Commands who have not identified an account manager to CNO(N09N2) must do so

Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)

no later than 12 Nov 2002. CNO(N09N2) will provide system guidance to identified second echelon command JCAVS account managers. All identified second echelon account managers will complete a one-day computer based training program provided at <https://JPAS.osd.mil>.

b. Second echelon command JCAVS account managers will register an account manager at each of their subordinate third echelon commands no later than 22 Nov 2002, providing the necessary system guidance and direction.

c. Third echelon command account managers will then register an account manager at each of their subordinate fourth echelon commands no later than 20 Dec 2002, providing the necessary system guidance and direction.

d. Fourth and fifth echelon command account managers will then register an account manager at each of their subordinate commands as soon as possible, providing the necessary system guidance and direction.

4. Headquarters Marine Corps (HQMC) will provide guidance to Marine Corps commands under separate correspondence.

5. Special Security Office Navy (SSO Navy) with the Office of Naval Intelligence, will provide guidance to all DON SSO's under separate correspondence.

6. User clearance eligibility and computer requirements can be found at: <https://jpas.osd.mil>. Firewall issues can be addressed by ensuring that port #443 is open. Port #80 allows internet access, port #443 allows entry to the JPAS. Browsers need to be enabled for 128 bit encryption and DNS reverse hook up must be enabled. JPAS allows .mil/.gov/.com domains through its firewall.

7. In order to expedite dissemination of this policy, please distribute this memorandum to your subordinate commands or refer your subordinate commands to the CNO(N09N2) web-site.

Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)

8. For additional DON information relating to the deployment of JPAS go to the CNO(N09N2) web-site at www.navysecurity.navy.mil or contact the CNO(N09N2) point of contact (POC), Ms. Mary Anderson at (202) 433-8854 or DSN 288-8854 or via email at manderso@ncis.navy.mil. The POC for USMC commands is Mr. William Potts HOMC(ARS), at (703) 614-2320 or DSN 224-2320, or e-mail at pottswt@hqmc.usmc.mil. The SSO Navy POC for command SSO's is Ms. Debbie Nibbe, at (301) 669-5892, DSN 659-5892 or e-mail at dnibbe@nmic.navy.mil.



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Assistant for Information
and Personnel Security

ADMINISTRATIVE MESSAGE

ROUTINE

R 082350Z SEP 03 ZYB MIN PSN 727933J31

FM CNO WASHINGTON DC//N4//

TO NAVADMIN

UNCLAS //N05520//
NAVADMIN 247/03

MSGID/GENADMIN/CNO WASHINGTON DC/N4/-/SEP//

SUBJ/JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM (JCAVS)//

REF/A/DOC/CNO/01NOV2002//

REF/B/SECNAVINST 5510.30A/-/10MAR1999//

NARR/REF A ESTABLISHED THE REQUIREMENT FOR USE OF JCAVS.
REF B IS THE DON PERSONNEL SECURITY PROGRAM REGULATION.//

RMKS/1. EFFECTIVE 1 JANUARY 2003, COMMANDS WERE INSTRUCTED BY REF A TO USE JCAVS, A SUBSYSTEM OF THE JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS), TO REQUEST DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION FACILITY (DONCAF) PERSONNEL SECURITY CLEARANCE ACTIONS, TO FORWARD CLASSIFIED VISIT REQUESTS AND TO VALIDATE CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENTS. DUE TO MIGRATION TO THE DEFENSE MESSAGING SYSTEM (DMS), DONCAF WILL BE UNABLE TO GENERATE AUTOMATED SECURITY CLEARANCE ELIGIBILITY DETERMINATIONS USING AUTODIN MESSAGES AFTER 30 SEPTEMBER 2003. COMMANDS MAY CONTINUE TO COMMUNICATE WITH DONCAF USING PAPER REQUESTS. THESE REQUESTS MAY BE MAILED TO: DIRECTOR, DONCAF, 716 SICARD ST SE, SUITE 2000, WASHINGTON NAVY YARD DC 20388. HOWEVER, IT IS ESSENTIAL THAT COMMANDS ESTABLISH JCAVS ACCOUNTS IMMEDIATELY TO ENSURE CONTINUED AUTOMATED COMMUNICATION WITH DONCAF.

2. COMMANDS MUST USE JCAVS EXCLUSIVELY TO DOCUMENT LOCAL ACCESS DETERMINATIONS, INTERIM SECURITY CLEARANCE DETERMINATIONS, EXECUTION OF NONDISCLOSURE AGREEMENTS (SF-189, SF-189A OR SF-312), AND PERSONAL ATTESTATIONS. COMMANDS WILL ALSO USE JCAVS TO SUBMIT CONTINUOUS EVALUATION REPORTS, PASS VISIT REQUESTS, DETERMINE SECURITY CLEARANCE AND SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS ELIGIBILITY, DETERMINE STATUS OF REQUESTED PERSONNEL SECURITY INVESTIGATIONS (PSI), RECORD PSI SUBMISSION DATES AND REQUEST DONCAF DETERMINATIONS. JCAVS REPLACES ALL RECORDS KEEPING REQUIREMENTS ASSOCIATED WITH THESE ACTIVITIES AS PRESCRIBED BY REF B.

3. JCAVS USES A PERSONNEL SECURITY MANAGEMENT NETWORK (PSM NET) TO CONTROL SYSTEM USE AND INFORMATION FLOW. SYSTEM ACCESS IS HIERARCHICALLY CONTROLLED, WITH UPPER ECHELON COMMANDS PLAYING A CRITICAL ROLE IN ESTABLISHING JCAVS ACCOUNTS FOR LOWER ECHELON COMMANDS. REF A PROCEDURES FOR ESTABLISHING JCAVS ACCOUNTS CAN BE FOUND AT WWW.NAVYSECURITY.NAVY.MIL.

A. UNDER PSM NET EACH COMMAND SECURITY MANAGER WILL ENSURE THE COMMAND SECURITY MANAGEMENT OFFICE (SMO) IS ESTABLISHED AND IDENTIFIED IN JCAVS BY UNIT IDENTIFICATION CODE (UIC) OR REPORTING UNIT CODE (RUC), USER LEVEL AND COMMAND TITLE.

B. SMO'S WILL CLAIM THE PERSONNEL FOR WHOM THEY HAVE SECURITY COGNIZANCE UNDER THEIR JCAVS ACCOUNT BASED ON THE NATURE OF THEIR RELATIONSHIP. AN OWNING RELATIONSHIP EXISTS WHEN THE PERSON IS PERMANENTLY ASSIGNED AS A COMMAND ASSET. A SERVICING RELATIONSHIP EXISTS WHEN A PERSON IS TEMPORARILY ASSIGNED (I.E. TAD FOR TRAINING).

C. ONCE A PERSON IS "OWNED" BY ONE COMMAND IN JCAVS, ANOTHER COMMAND CANNOT OWN THAT PERSON. IT IS IMPERATIVE THAT SMO'S CLAIM PERSONNEL UNDER THEIR JCAVS ACCOUNT USING THE APPROPRIATE RELATIONSHIP AND REMOVE THEM WHEN THEY ARE NO LONGER A COMMAND ASSET.

4. JCAVS USERS CAN CONSULT THE NAVY SECURITY WEBSITE AT WWW.NAVYSECURITY@NAVY.MIL FOR FURTHER JCAVS GUIDANCE RELATED TO THIS NOTIFICATION. SPECIAL SECURITY OFFICERS (SSO'S) WILL FOLLOW SSO NAVY GUIDANCE.

5. THE DEPARTMENT OF THE NAVY JCAVS PROGRAM MANAGER IS MS. MARY ANDERSON WHO MAY BE REACHED AT (202) 433-8854, DSN 288-8854 OR E-MAIL MANDERSO@NCIS.NAVY.MIL.

6. RELEASED BY VADM CHARLES W. MOORE, JR., DCNO, FLEET READINESS AND LOGISTICS.//

BT

NNNN



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

N REPLY REFER TO

5520
Scr 02N2/5U080960
JUL 27 2005

From: Chief of Naval Operations

Subj: CLASSIFIED VISIT REQUEST PROCESS

Ref: (a) CNO memo 5520 Ser 02N2/20532551 of 1 Nov 2002
(b) EUSD (C&S) memo of 1 Apr 2005

1. The Joint Personnel Adjudication System (JPAS) is the personnel security system of record for the Department of Defense (DoD). Because JPAS use reduces the administrative burden associated with many routine security actions, reference (a) directed the use of JPAS for the majority of personnel security administrative functions, including the administration of visits involving access to classified information.

2. Reference (b) advised that Visit Authorization Letters (VAL) are no longer required for visits involving civilian, military and contractor personnel whose access level and Security Management Office (SMO) affiliation are accurately reflected in JPAS. Visit requests submitted through JPAS will NOT be accepted if they do not reflect accurate access documentation including the "NoA Date," and accurate affiliation documentation including appropriate SMO information.

3. The command sponsoring the visitor is responsible for ensuring and validating the accuracy of the access and affiliation data in JPAS before initiating the visit request. The visited command releasing classified information is responsible for verifying need-to-know and for positively identifying the visitors. In addition to requirements for authorizing access to classified information, the visited command must also fulfill the local facility access and general visit control requirements. If local conditions necessitate formal visit request letters for visit/access control purposes, the command sponsoring the visitor must comply with local facility access requirements.

4. The CNO (N09N2) points of contact for this matter are Ms. Mary Anderson, at (202) 433-8854 or manderso@ncis.navy.mil, and Ms. Pam Wilson-Price at (202) 433-8869 or pwilson@ncis.navy.mil. Issues regarding visits by Marine Corps personnel may be directed to the Headquarters Marine Corps point of contact, Mr. Tony Area, at (703) 614-2320 or areasad@hqmc.usmc.mil.

B. A. BOYD
Assistant for Information and
Personnel Security

2

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

SYSTEM PROHIBITIONS

VIEWING YOUR OWN RECORD

If you attempt to view your own record, you will not be able to take any action, as no links will be enabled on the Person Summary Screen.

SHARING JCAVS USER ID AND/OR PASSWORDS

Sharing your JCAVS user I.D. and/or password is prohibited. Commands will be denied JCAVS access immediately when account sharing is discovered. Incidents involving JCAVS account sharing may be reported to the DON CAF for re-consideration of security clearance eligibility.

BROWSER REQUIREMENTS

JPAS is "browsers neutral" and is compatible with Netscape v4.x, 7.x and Internet Explorer 6.0.

BROWSER FUNCTION

DO NOT USE YOUR BROWSER BACK BUTTON OR FORWARD BUTTON to move from screen to screen within JCAVS, use of these buttons will cause you to be locked out of the systems and your Account Manager will have to unlock your account.

KNOWN SYSTEM BEHAVIORS

"Transfer Interrupted" Message. Occurs when you are logging out of the system or if you click on your mouse while a screen is still loading in JPAS.

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

SYSTEM REQUIREMENTS

Personnel Security Management Network (PSM NET) OWNERSHIP

Once a person is "Owned" by one command in JCAVS, another command cannot own that person. It is imperative that Security Management Officers (SMOs) claim personnel under their JCAVS account using the appropriate relationship.

IN/OUT PROCESS OF PERSONNEL INTO YOUR PSM NET

The "IN/OUT Process" link is crucial to system integrity. Command security offices must in-process/out-process personnel on a daily basis to ensure correct communications with the DON CAF.

JCAVS PASSWORDS

Your password must be between 10 and 20 characters in length. It may NOT be all the same character. It may be a mixture of upper and lower case. It must have at least 4 different characters. One of the following special characters may be used as part of your Password: @#\$%^[] { }* Spaces are NOT allowed in the password. E-mail addresses are NOT acceptable passwords. Your password will remain active for 90 days. You will be prompted to change it ten calendar days prior to its expiration via the Welcome Screen. You cannot use the same password in less than an 18 month time period.

MANDATORY INPUT FIELDS

Required input fields are marked with an asterisk '*' throughout the system.

"N/A" MARKINGS IN DATA FIELDS

Required fields shall default to "N/A" for not available if it is part of a valid record and there is no data from the external interfaces.

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

JCAVS DATE FORMAT

The format for entering dates into the JCAVS is **YYYY MM DD**.
Example: If today was April 15, 2000, the correct format for entering the date into the system would be 2000 04 15.
Dates may be entered with or without spaces, no hyphens or dashes.

"NAVIGATION"

THE 'HOW TO' OF USING JCAVS

HOW TO LOG IN

You have three chances to correctly log into the system. Your account will be locked after three unsuccessful consecutive log in attempts. This will occur even if the log-in attempts occur over a long period of time. A message will inform you "JPAS Server Exception encountered: Cause: The maximum sign on attempts has been exceeded and User Id has been suspended. Contact your Account Manager".

You have five minutes to complete the "Log In" or the screen will time out. This is to prevent anyone from gaining access to the database. If this screen should time out, you must begin the log in process again from the JPAS Acceptance Screen.

Inactive accounts will be locked after 60 days. If this occurs, you must contact your Account Manager to reset your account.

HOW TO LOGOUT

The only way to Logout of JCAVS is to single-click the "Logout" link located on the left-hand menu of the screen. If you accidentally shut down the browser prior to logging off the system and you experience difficulties in attempting to gain access to the database, you must contact your local account manager or ISIC security manager for assistance.

HOW TO MOVE THROUGH SCREENS

You can either use your mouse to select items on the screen, or you can use your "TAB" key to move from field-to-field. Once the field is "highlighted", select it by depressing the "ENTER" key.

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

HOW TO FIND INFORMATION ON A SCREEN

Use your browser to find a word or phrase by using your browsers' features. At the top of the screen, single-click with your mouse pointer over the "Edit" menu item and then single-click with your mouse pointer over the "Find in Page" selection from the drop-down menu. A small window will open. Enter the word or phrase you are searching for in the "Find What" text box, single-click with your mouse pointer over the "Find Next" button. You may continue to search for the same word or phrase by continuing to single click with your mouse pointer over the "Find Next" button. When you have finished searching the page, single-click with your mouse pointer over the "Cancel" button.

JCAVS HYPERLINKS

WHAT ARE HYPERLINKS?

Hyperlinks or "links" in JCAVS are blue font and underlined. To ensure the link is "active", test it by placing your mouse pointer over the link. The mouse pointer should "transform" to a pointing hand. If it does not, the link is NOT active. To move from one link to another, simply single-click on it with your mouse pointer over the link you wish to select. You will be taken to whatever screen the link points to.

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

BOXES

TEXT BOXES

Text boxes are used throughout the JCAVS process to annotate or update a person summary. Single-click with your mouse pointer "inside" the text box then type in the information required. You may also use the "TAB" key on your computer keyboard until the text box is "highlighted," then type in the needed information.

SCROLLING TEXT BOX

Single-click with your mouse pointer "inside" the text box, then type in the information required. You may also use the "TAB" key on your computer keyboard until the text box is "highlighted," then type in the needed information. The information will continue to scroll past the border of the box unless you use the "ENTER" key on your computer keyboard to keep the entire paragraph visible within the boundaries of the text box. (Note: Text boxes are for entering UNCLASSIFIED comments to a record. They are built to contain up to 3,000 characters of information. If you exceed 3,000 characters (whether adding new comments or appending to existing comments), you will receive an error message letting you know you have exceeded the 3,000 character limit. You must remove the excess characters prior to being able to "SAVE" the data on the particular screen. If you "CANCEL" and leave the screen you are working on, your changes will not be saved.)

CHECK BOX

Single-click with your mouse pointer over the checkbox. A check mark will appear signifying that the box is "selected". To de-select the box, single-click again with your mouse pointer over the checkbox. The check mark will disappear signifying that the box has been "un-selected". You may select as many check boxes as desired within the respective fields.

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

BUTTONS

CANCEL BUTTON

Single-click with your mouse pointer over the "CANCEL" button to cancel actions on the current screen. You will be returned to the previous screen to continue your work.

RADIO BUTTON

Single-click with your mouse pointer over the button. A dot will appear signifying that the item is "selected". To de-select the radio button, single-click again with your mouse pointer over ANOTHER existing button on the same screen. Usually, there will be more than one button to select from. The dot will disappear from the first button and will appear on the second button signifying that the first button has been "de-selected". If there is NOT another button on the screen, you can cancel your action and return to the previous screen by using the "CANCEL" button found at the bottom of the screen. Radio buttons are mutually exclusive (you may only select one radio button) within their respective fields.

DROP-DOWN MENU BUTTON

To assist JCAVS users, selections of information choices are provided. An example of a drop-down menu is the "EPSQ Sent" hyperlink found in a Person Summary. The drop-down menu permits you to choose "DSS, OPM or Other". In order to make a selection of a drop-down menu bar, use your mouse to single-click over the downward facing arrow to "pull down" the menu. Then click on the item you wish to select.

GENERAL RULES REGRADING JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM

CONFIRM BUTTON

Single-click with your mouse pointer over the "CONFIRM" button found at the bottom of the screen. A "notification" is a good example. You have received a notification of an event occurring in the database, such as John Smith receiving a suspended access. Once reviewed, you can select the record using the "Remove From Display" checkbox. Then "CONFIRM" the removal of the notification from the screen by depressing the "CONFIRM" button. John Smith's suspension will remain in the database.

OK BUTTON

The "OK" button captures data on the screen.

REASON BUTTON

Displays the reason why an "owning" or "servicing" PSM Net relationship cannot be established.

SAVE BUTTON

Single-click with your mouse pointer over the "SAVE" button found at the bottom of the screen. Note: If you do not use the "SAVE" button prior to leaving a screen, your actions will NOT be saved. This is standard throughout the application.

HELP BUTTON (?)

This button is on all screens in JCAVS. Single-click with your mouse pointer over the small gray "?" button which is in the top left hand corner of the screen to launch the on-screen help instructions for the topic screen you are working in.

GENERAL RULES REGRADING
JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM
MISCELLANEOUS JCAVS INFORMATION

DCII VERSUS JCAVS INFORMATION

Mismatches between Defense Clearance and Investigations Index (DCII) and JCAVS data on Department of the Navy personnel must be reported to the DON CAF via the Request for "Research, Recertify/Upgrade Eligibility" (RRU) link for resolution.

JPAS SYSTEM REQUIREMENTS

JPAS User Site Hardware - JCAVS users minimum configuration should include a Pentium 200 MHz processor, 64 Mb of RAM and 150 Mb of free disk storage. JAMS users at the CAFs will require a workstation capable of supporting more simultaneous tasks and a higher throughput. The physical communications architecture for the JAMS user environment should support no less than 1.55 Mb/sec (T1 speed). The recommended physical architecture for the JCAVS user site is a minimum of 256 Kb/sec throughput to the JPAS server in Washington DC.

System Requirements For Your Browser Configuration - Ensure the browser version includes 128-bit encryption and the browser settings have SSL features enabled.

System Requirements For Your On-Site Network - Domain: JPAS security only allows .mil / .gov / .com domains through the Firewall. On-site Network Administrators need to ensure all end users reside on one of these domains.

PORT 443: Network Administrators need to ensure all network traffic can go through port 443. JPAS uses Secured Socket Layer (SSL) which runs through port 443. DNS Reverse LookUp: Network Administrators need to ensure DNS Reverse Lookup has been enabled.

JCAVS LEVELS AND INVESTIGATION REQUIREMENTS

Non-SCI Levels

Level 4—SMs at major commands (read/write)

Level 5—SM 3rd/4th echelon (read/write)

Level 6 - Unit SM's (read/write)

Level 7—Entry level personnel (read only)

Level 10—Personnel who receive/submit visit requests (read/write visits only)

SCI Levels

Level 2—SSOs (SSO Navy Only) (read/write)

Level 3—Command SSOs, SSRs (read/write)

Level 8—SCI entry control control personnel (read only)

Investigative Requirements For Access

Levels 2, 3 and 8 - Final security clearance eligibility with current SSBI/SBPR.

Levels 4, 5, 6, 7 and 10 - Final security clearance eligibility with a current NLC/SPR/SSBI/SBPR for military and ANCI/NLC/(SPR)/SSBI/SBPR for civilians.

*****NOTE*****

A Secret personnel security clearance is the requirement for users of JCAVS based on a favorably adjudicated NLC for military and a favorably adjudicated ANCI for civilians. The NLC and the ANCI became the required investigative basis for all Secret and Confidential clearances in January 1999. However, some individuals requiring access to JCAVS will have a Secret or Confidential clearance based on an ENAC, NAC or NACI conducted prior to the January 1999 NLC implementation. Individuals with these pre-1999 investigations will be permitted interim access to JCAVS provided they have requested a NLC or an ANCI, as appropriate.

HOW TO REGISTER FOR JPAS ACCESS

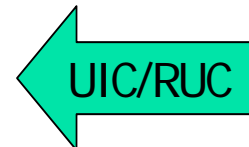
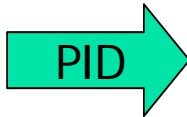
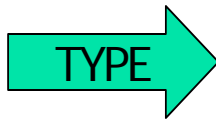
The Joint Personnel Adjudication System (JPAS) is a web-based system developed for use by security personnel throughout the Department of Defense (DoD). Department of the Navy (DON) security personnel will use the Joint Clearance Access Verification System (JCAVS) portion of JPAS to manage the command's access authorization process, to validate personnel security clearance eligibility, to determine the status of personnel security investigation requests, and to send and receive visit requests.


Go to <https://JPAS.dsis.dod.mil>. Under "Access Request" click "JCAVS Form for DoD". For the System Access Request Form.

All requests for access to JCAVS will be approved using a hierarchical authorization process. Second echelon command JCAVS account managers will register an account manager at each of their subordinate third echelon commands; third echelon command account managers will then register an account manager at each of their subordinate fourth echelon, etc.

JCAVS accounts may be issued to individuals who need access to perform assigned duties. Refer to page 3-1 for investigative requirement to access JPAS.

SYSTEM ACCESS REQUEST FORM



																																		
<p>System X External SYSTEM ACCESS REQUEST (SAR) DoD Security Call Center 1340 Braddock Place Alexandria, VA 22034 Phone: 1-888-282-7682</p>																																		
<p>PRIVACY ACT ADVISEMENT: This information provided is for the purpose of granting access to DSS Automated Systems. Furnishing personal information, including social security number, is authorized by 5 U.S.C. 552a and is voluntary. Failure to do so may result in the denial of access. This information may be retained by DSS and may be released to other components or agencies for official purposes.</p>																																		
<p>1. TYPE OF USER: <input type="checkbox"/> Non-DoD (Civilian Agencies) <input type="checkbox"/> NISP Contractor <input checked="" type="checkbox"/> DoD</p>																																		
<p>2. TYPE OF REQUEST: <input checked="" type="checkbox"/> Create an Account <input type="checkbox"/> Delete Account <input type="checkbox"/> Name Change From (Last, First, Middle Name) _____ To (Last, First, Middle Name) _____</p>																																		
<p>3. USER INFORMATION:</p> <table><tr><td>Last Name</td><td>First Name</td><td>Middle Name</td></tr><tr><td colspan="3">Social Security Number _____ Job Title <u>Security Manager</u></td></tr><tr><td colspan="3">Grade/Rank (Government only) <u>GS-080-12/1LT</u></td></tr><tr><td colspan="2">Organization Name <u>USMC/AMTELA</u></td><td>Office Symbol <u>SMO 000R N34769</u></td></tr><tr><td colspan="3">Cage Code (DSS Contractor) _____</td></tr><tr><td colspan="3">Duty Station Address:</td></tr><tr><td colspan="3">Address 1 <u>1212 West Chumilly Road</u></td></tr><tr><td colspan="3">Address 2 _____</td></tr><tr><td>City <u>Norfolk</u></td><td>State <u>VA</u></td><td>Zip <u>23511</u></td></tr><tr><td colspan="2">Telephone Number <u>(202) 892-2221</u></td><td>Fax Number <u>(202) 892-2220</u></td></tr><tr><td colspan="3">Email Address <u>michael.e.natch@navy.mil</u></td></tr></table>		Last Name	First Name	Middle Name	Social Security Number _____ Job Title <u>Security Manager</u>			Grade/Rank (Government only) <u>GS-080-12/1LT</u>			Organization Name <u>USMC/AMTELA</u>		Office Symbol <u>SMO 000R N34769</u>	Cage Code (DSS Contractor) _____			Duty Station Address:			Address 1 <u>1212 West Chumilly Road</u>			Address 2 _____			City <u>Norfolk</u>	State <u>VA</u>	Zip <u>23511</u>	Telephone Number <u>(202) 892-2221</u>		Fax Number <u>(202) 892-2220</u>	Email Address <u>michael.e.natch@navy.mil</u>		
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Email Address <u>michael.e.natch@navy.mil</u>																																		
<p>VSS Path: \$\\OCIO Support\$ 06/17/2006 VSS Version # 1.15 1 of 4</p>																																		

SYSTEM ACCESS REQUEST FORM

User Last Name, First Initial: _____ Social Security Number (last 4 digits): _____

4. APPLICATIONS: YOU WILL LEAVE BLANK.

Defense Clearance & Investigations Index (DCII) _____ Feedback & Automated Security Plan Template (FAST) _____
 _____ Query _____ Industrial Security Facilities Database (ISFD) _____
 _____ Add _____ Web Portal _____
 _____ Delete _____ Other (please specify) _____
 _____ Update _____
 _____ File Demand _____
 _____ File Demand Print _____

LEAVE BLANK

5. JAMS USER ROLES: YOU WILL LEAVE BLANK.

CAF _____ CAF Team _____ ADJ Code _____
☐ Account Manager ☐ Adjudicator ☐ Case Assigner ☐ Computer Analyst
☐ Customer Support ☐ Mailroom ☐ Personnel Manager ☐ Management Support
☐ Security Assistant ☐ Supervisor
 Special Cases User Can Handle:
☐ CAF Employees ☐ Presidential Support ☐ GS-15/General Officer
 Investigation Request Permissions:
☐ Review EQUIP ☐ Approve EQUIP
 User Permissions:
☐ Assign CAF Cases ☐ FOIA/PA ☐ Reports ☐ Secret
☐ Assign/Reassign ☐ LAA ☐ Review Required ☐ TS
☐ Case Management ☐ Reassign from Employee ☐ SAP ☐ Update
☐ Case Component ☐ Reassign to Other ☐ SCI ☐ ACES

LEAVE BLANK

6. JCAVS: (If requesting JCAVS access, Fax request to JPAS Help Desk at 703-325-1003)

Type of Account Requested: ☒ Account Manager ☐ User
 E-QIP PERMISSIONS ☐ Initiate PSI ☐ Override PSI ☐ Review EQUIP ☐ Approve EQUIP
 Type of Access Requested – Industry
☐ Level 2 – Corporate Officer (SCI)
☐ Level 3 – Company FSO Officer/Manager (SCI)
☐ Level 4 – Corporate Officers Manager (Collateral)
☐ Level 5 – Company FSO Officers/ Manager (Collateral)
☐ Level 6 – Unit Security Manager/Visitor Control
☐ Level 7 – Guard Entry Personnel (Collateral)
☐ Level 8 – Guard Entry Personnel (SCI)
☐ Level 10 – Visitor Management
 Type of Access Requested – DoD
☐ Level 2 – MACOM/Activity/HQ/Agency SSO
☐ Level 3 – Base/Post/Ship/etc SSO
☐ Level 4 – MACOM Non-SCI Security Manager (Collateral)
☐ Level 5 – Base/Post/Ship/ Non-SCI Security Manager (Collateral)
☒ Level 6 – Unit Security Manager
☐ Level 7 – Collateral Entry Controller
☐ Level 8 – SCIF Entry Controller
☐ Level 10 – Visitor Management

LEAVE BLANK

VSS Path: \$/OCIO/Support/

External 06-17-2005

VSS Version #: 1.10

SYSTEM ACCESS REQUEST FORM



Sec Manager

User Last Name, First Initial: _____ Social Security Number (last 4 digits): _____

NOMINATING GOVERNMENT OFFICIAL

I certify that the above named individual meets the requirements for access and account management privileges. Furthermore, I certify that the named user requires account/access as indicated above in order to perform assigned duties.

D. Z. Jones

Printed Name of Nominating Government Official

Nominating Official's Signature and Date



LEAVE BLANK

VALIDATING OFFICIAL (to be used by DoD Security Call Center staff only)

I have verified with the appropriate security coordinator/manager that minimum investigative requirements for the above user have been met:

Clearance level _____

Type of Investigation _____

Clearance granted date _____

Date Investigation Completed _____

Clearance issued by _____

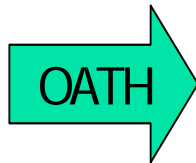
Cage Code (Contractors Only) _____

Printed Name of DoD Security Call Center Representative

Signature of DoD Security Call Center Representative and Date

Notification of access will be sent to the user's email address.

SYSTEM ACCESS REQUEST FORM



User Last Name, First Initial: _____ Social Security Number (last 4 digits): _____

I hereby certify that I understand by signing this System Access Request Form I am solely responsible for the use and protection of the user ID and password that I will be given. I also understand that I am not authorized to share my user ID and password with any other individual(s) except my Account Manager, and then only in the course of gaining access. I shall utilize all tools and applications in accordance with the Account Management Policy and Security Policy as the well as all applicable US laws and DoD regulations.

Printed Name Of User

User's Signature and Date

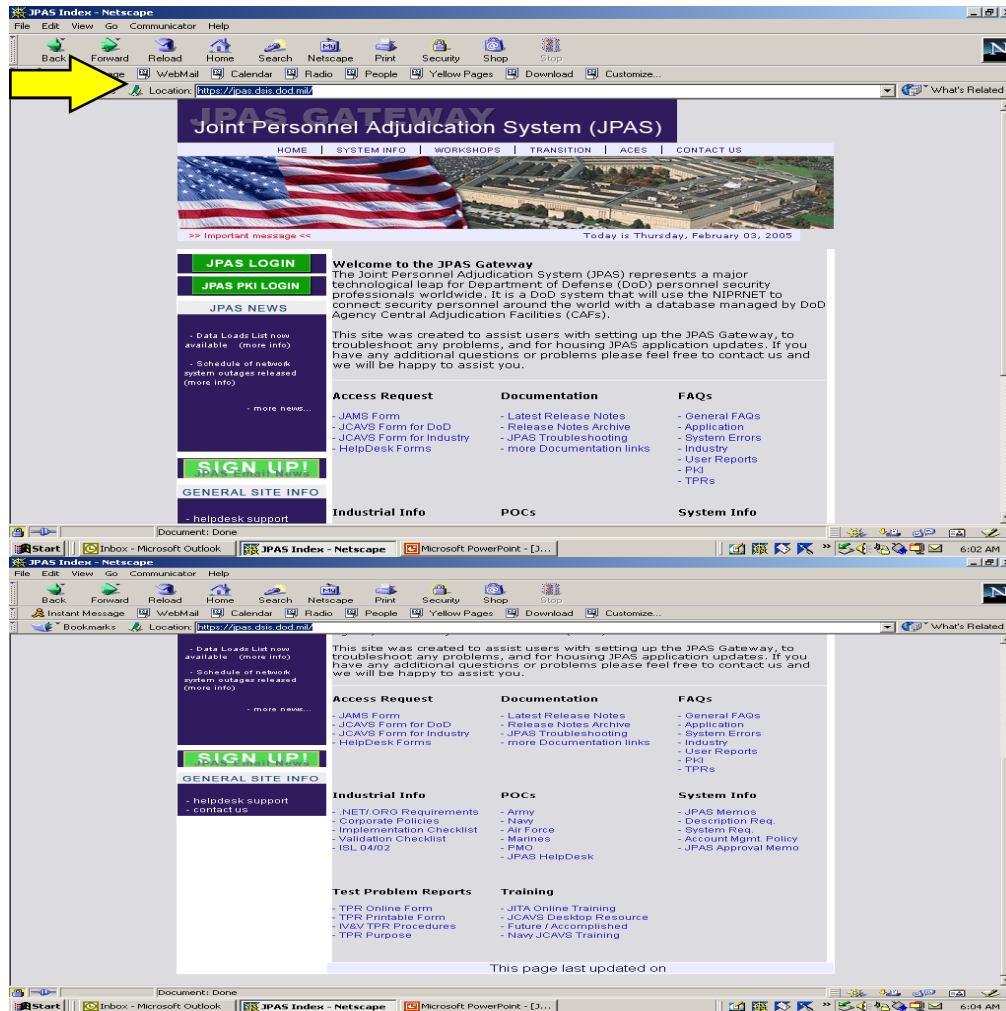
NOTE: The completed form must be detached from the SAR packet and retained by an appropriate organization security official. Attach a copy of the user's signed Network Access Agreement.

Version: 00000000000000000000000000000000

Expiry: 08-17-2005

JPAS GATEWAY PAGE

URL: <https://JPAS.dsis.dod.mil>



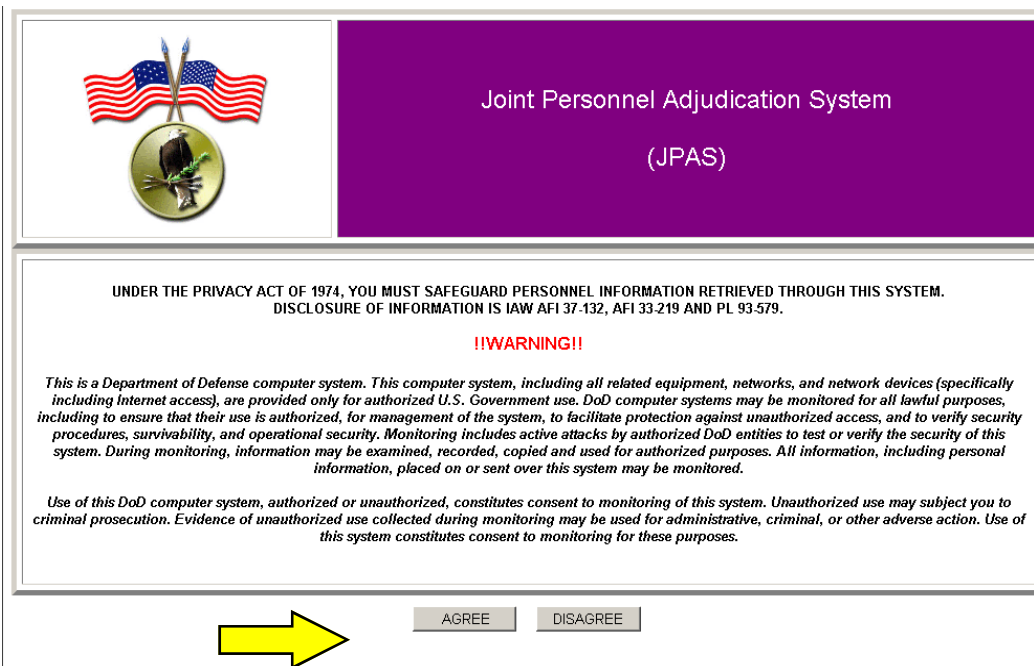
1. This page is the JPAS Gateway (i.e., homepage) and provides information on the entire system.

We recommend that you bookmark this page.

HOW TO LOGIN

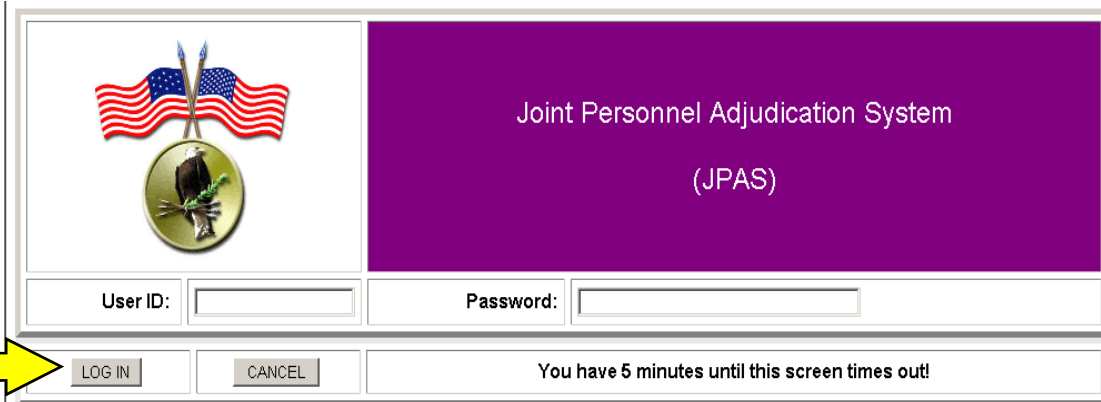


Click: "JPAS LOGIN"



Click "Agree".

TYPE IN YOUR USER I.D. AND PASSWORD



The login screen for the Joint Personnel Adjudication System (JPAS) features a header with the system name and acronym on a purple background. To the left is a logo with two crossed flags and a circular emblem. Below the header are input fields for 'User ID:' and 'Password:'. A yellow arrow points to the 'LOG IN' button. To the right of the buttons is a warning: 'You have 5 minutes until this screen times out!'. At the bottom, a 'Notice' section contains legal disclaimers.

Joint Personnel Adjudication System
(JPAS)

User ID: Password:

LOG IN **CANCEL** You have 5 minutes until this screen times out!

Notice: This is an Official U.S. Government internet system for authorized use only. Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. You are further advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1996. If you do not consent to monitoring, exit this system now. Unauthorized use could result in criminal prosecution.

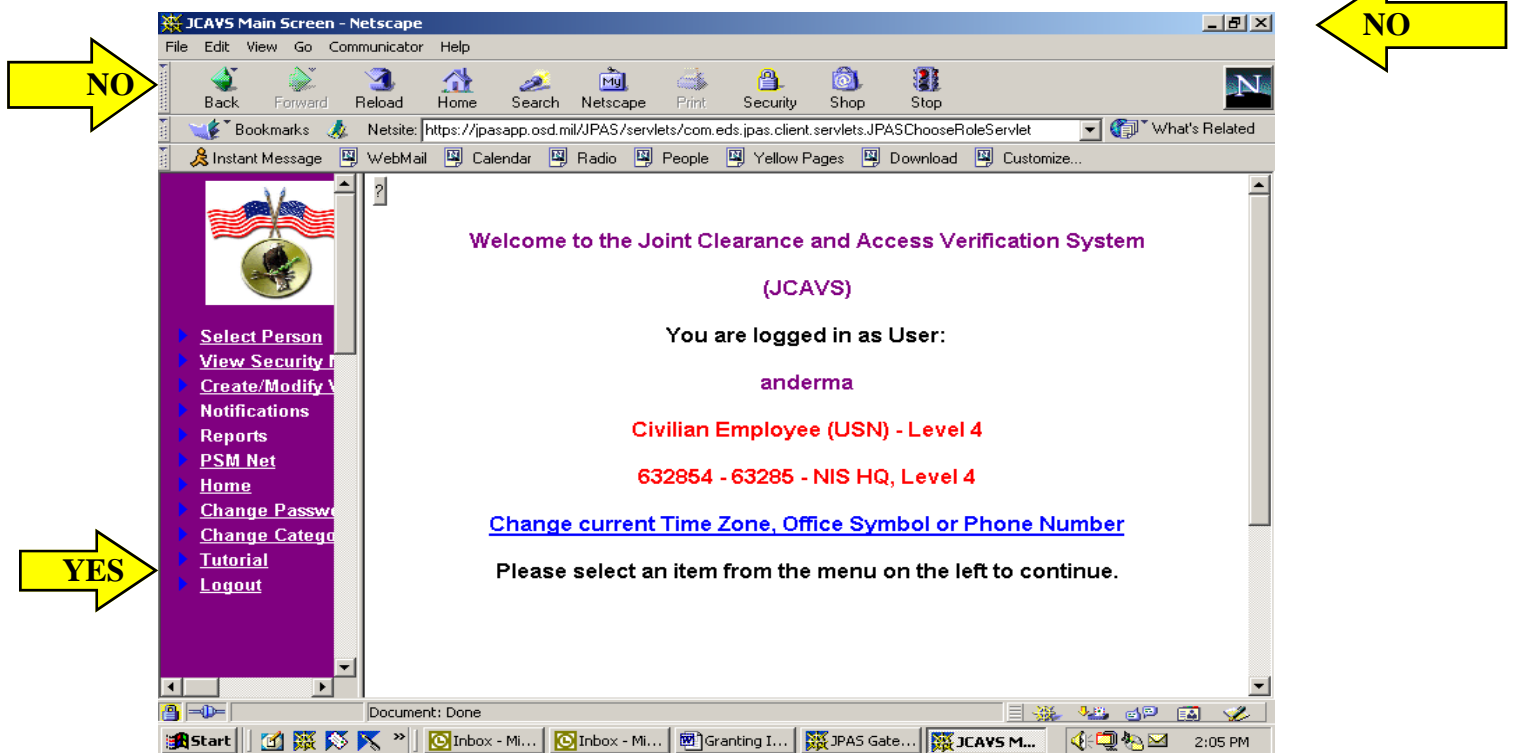
Type in your user I.D. which is always lower case.

You have 3 chances to correctly log into the system. Your account will be locked after 3 unsuccessful consecutive long-in attempts. This will occur even if the log-in attempts occur over a long period of time. If you get locked out, contact your local JCAVS Account Manager or your ISIC Security Manager.

Inactive accounts will be locked after 60 days. If this occurs, contact your local JCAVS Account Manager or your ISIC Security Manager.

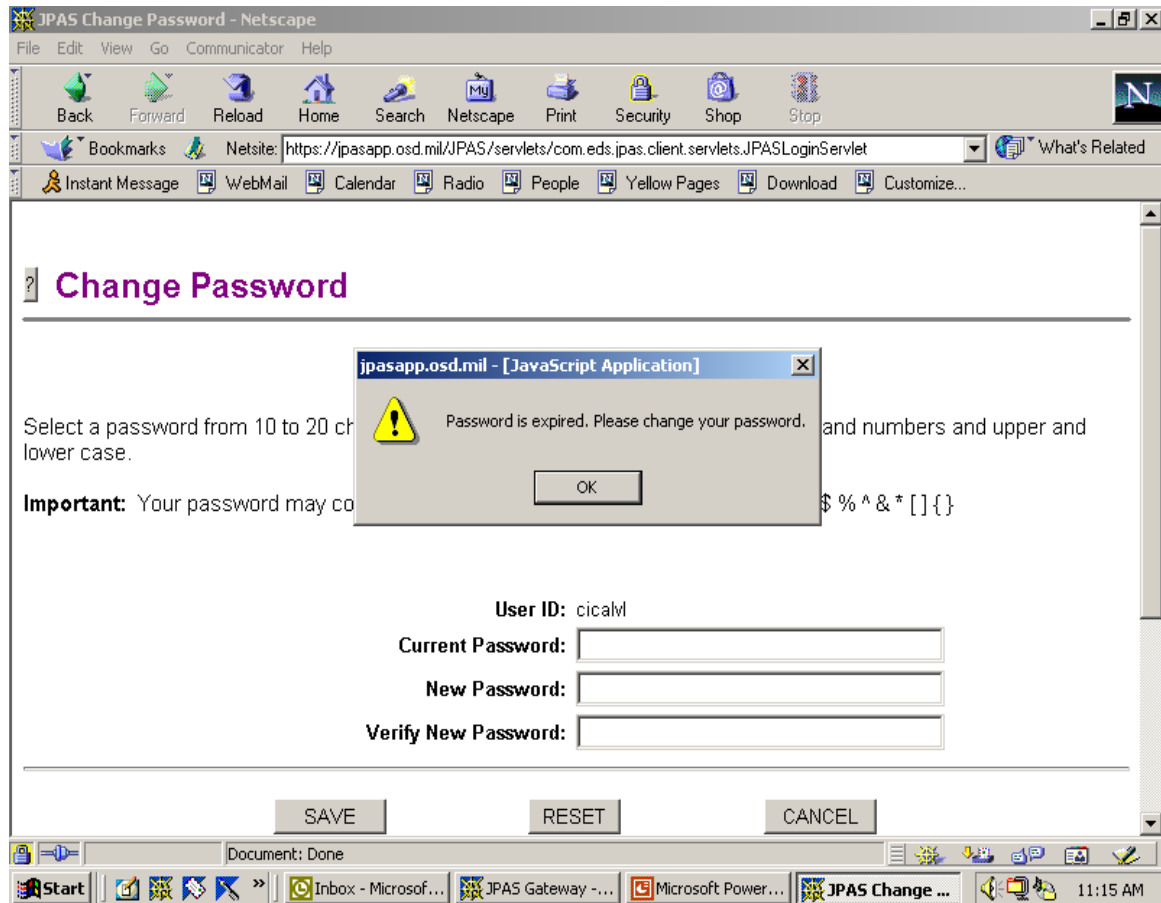
Do not bookmark this screen because if you go directly to this screen vice the JPAS Gateway (i.e., homepage) screen you will miss important information (i.e., the system will be down for a day, new features have been added to the system, etc.).

HOW TO LOG OUT OF JCAVS



The only way to "Logout" of JCAVS is to single-click the "Logout" link located on the left-hand menu of the screen. If you accidentally shut down the browser prior to logging off the system and you experience difficulties in attempting to gain access,

CHANGE PASSWORD SCREEN

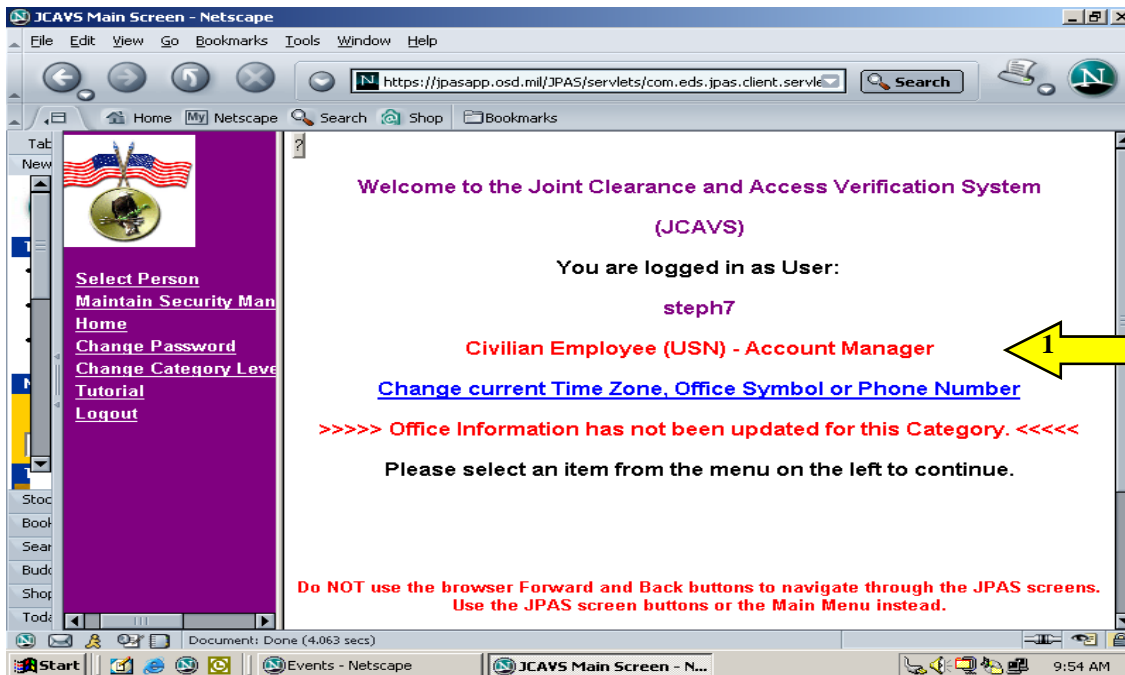


This is what you will see the first time you login.

If you have been using JCAVS, you will get a message that "Your password is about to expire, do you want to change it now or later?" Passwords are good for 90 days. At 80 days, you will be prompted to change your password.

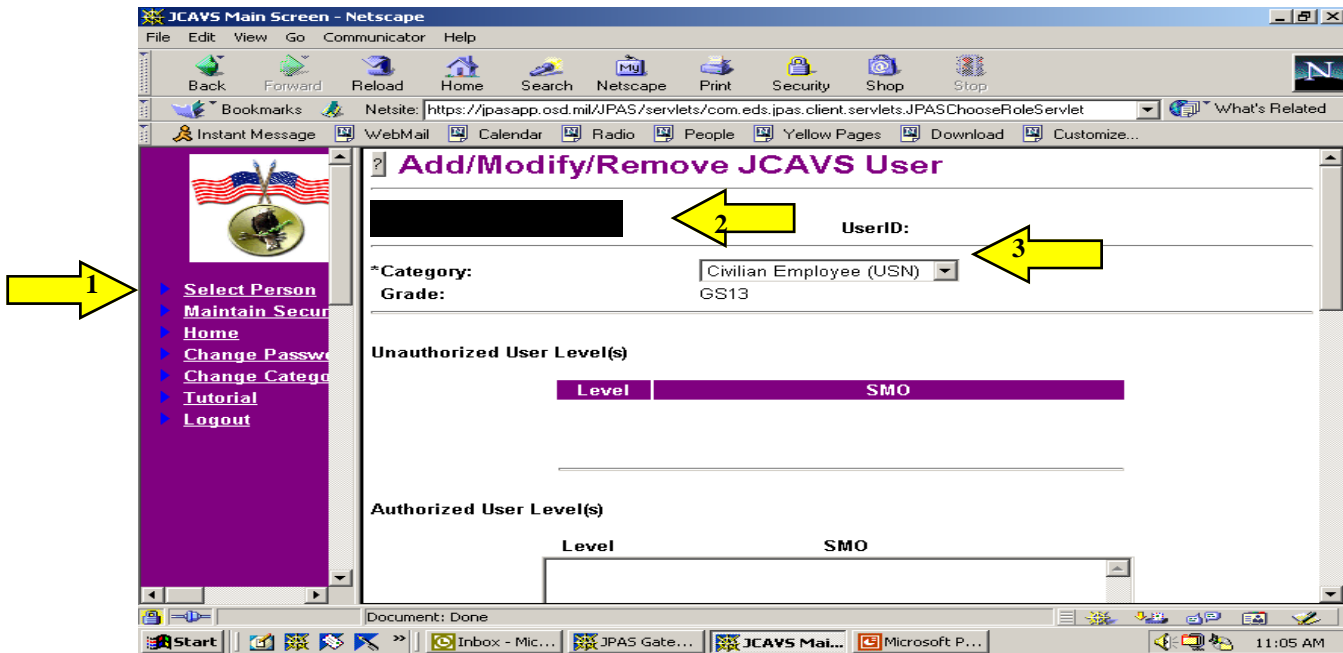
ESTABLISHING JCAVS ACCOUNTS

The "Add/Modify/Remove JCAVS User" screen allows Account Managers to add, modify, or remove a JCAVS user. Account Managers can assign the user's level and identify any special privileges that apply to the user. The screen also allows the account manager to reset user passwords, lock and unlock accounts, and log users out of the application.

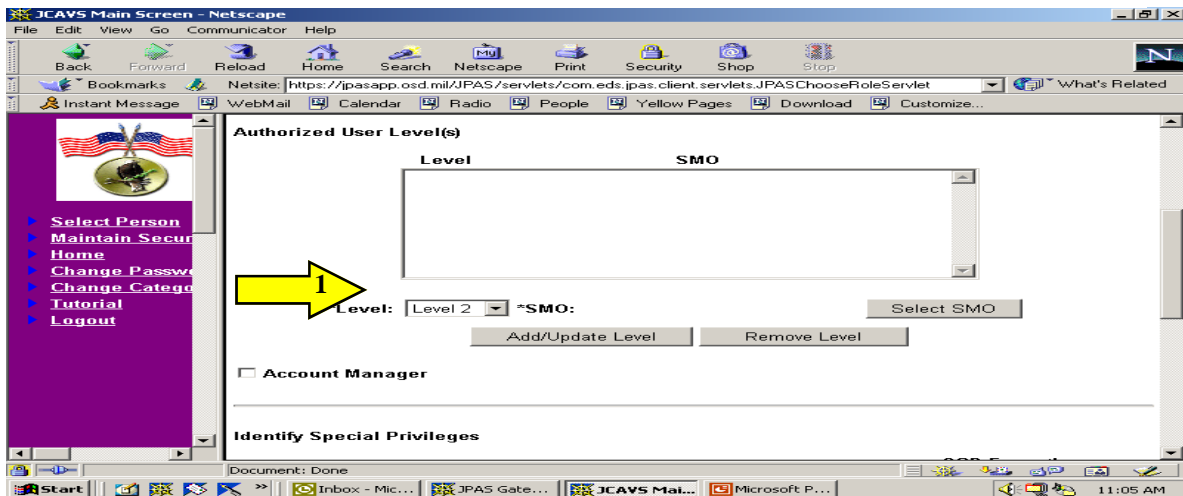


1. In order to establish, modify or remove an account you must be using your Account Manager permission.

CREATING A JCAVS ACCOUNT

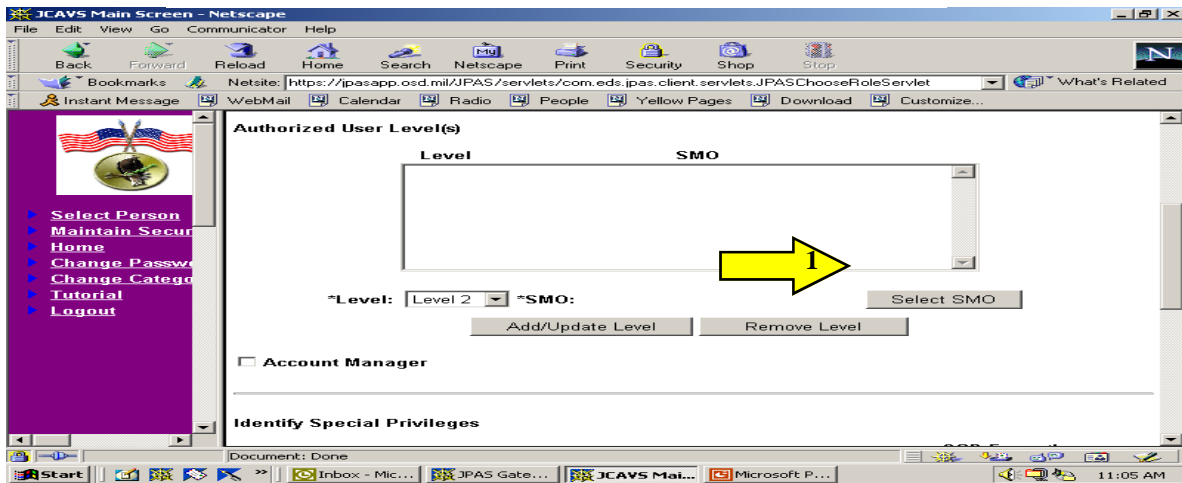


1. Click "Select Person".
2. Input the SSN and click "Display".
3. From the Category drop-down list, select the desired Person Category.

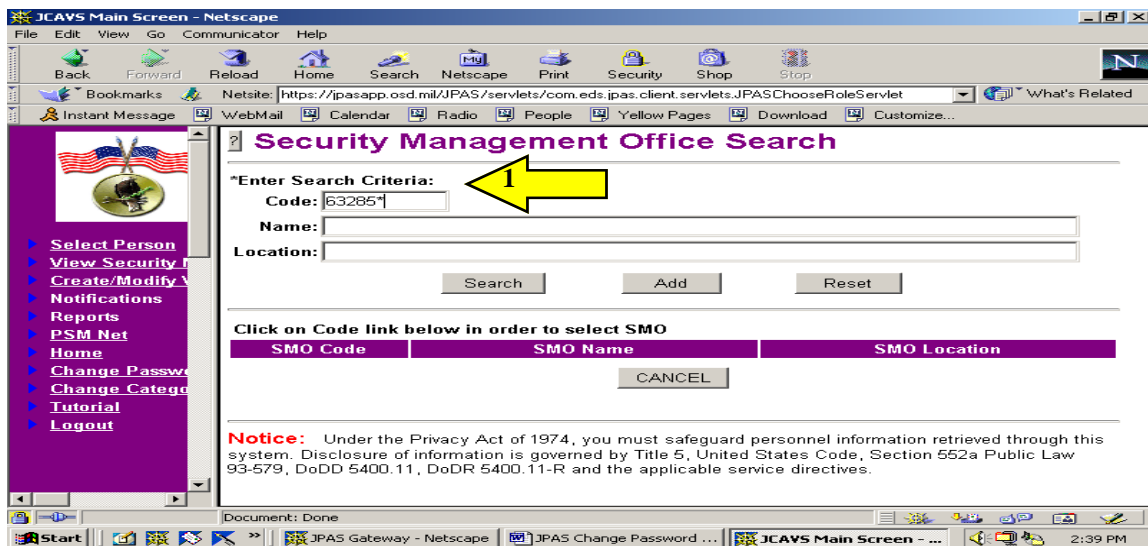


1. Click on the drop down arrow next to the Level box and select the appropriate level.

CREATING A JCAVS ACCOUNT



1. Click on the "Select SMO" button to select the Security Management Office for this user level.



1. Type in the SMO Code (UIC/RUC) into the "Code" block followed by an asterisk (*) and click "Search". The screen refreshes and the results of the search are displayed in the lower portion of the screen.

CREATING A JCAVS ACCOUNT

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

NetSite: <https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Security Management Office Search

*Enter Search Criteria:

Code:

Name:

Location:

Records 1 - 8 of 8, Page 1 of 1

Click on Code link below in order to select SMO

SMO Code	SMO Name	SMO Location
6328510	NCIS, Level 4	WASHINGTON DC
632852	NCIS, Level 2	WASHINGTON, DC
632853	NCIS, Level 3	WASHINGTON, DC
632854	NCIS, Level 4	WASHINGTON, DC
632855	NCIS, Level 5	WASHINGTON, DC
632856	NCIS, Level 6	WASHINGTON, DC
632857	NCIS, Level 6	WASHINGTON, DC
632858	NCIS, Level 3	WASHINGTON NAVY YARD DC

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Click on the link for the appropriate SMO. The "Add/Modify/Remove JCAVS User" screen returns with the selected SMO displayed in the SMO field.

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

NetSite: <https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Level SMO

Authorized User Level(s)

Level SMO

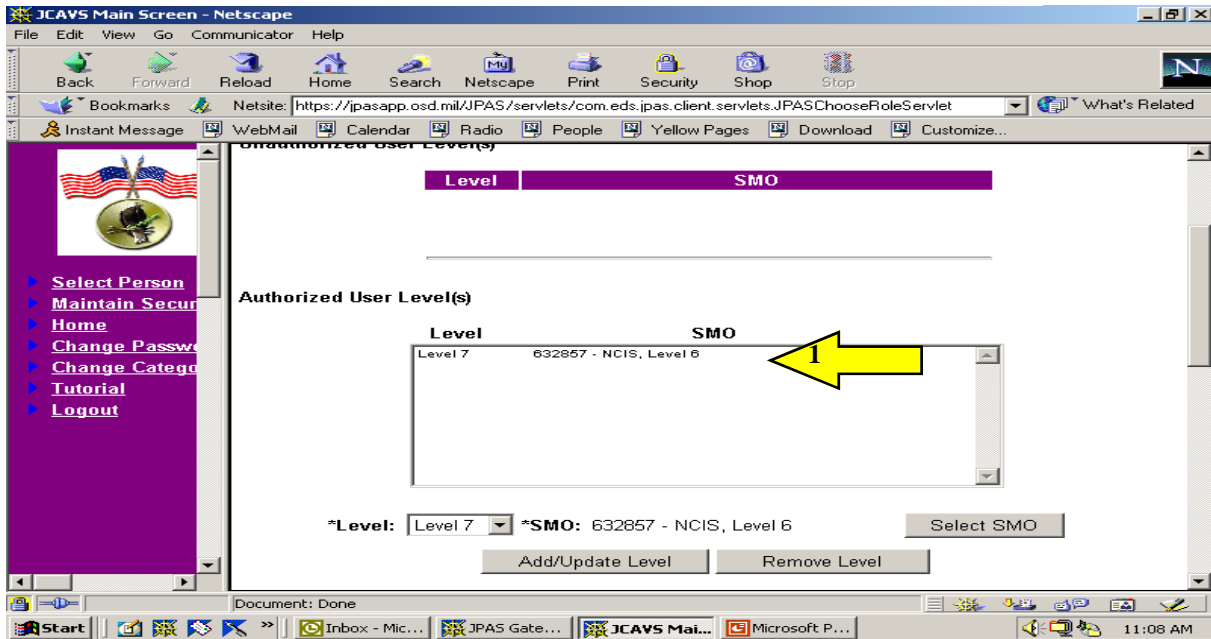
*Level: *SMO: 632857 - NCIS, Level 6

Show security information

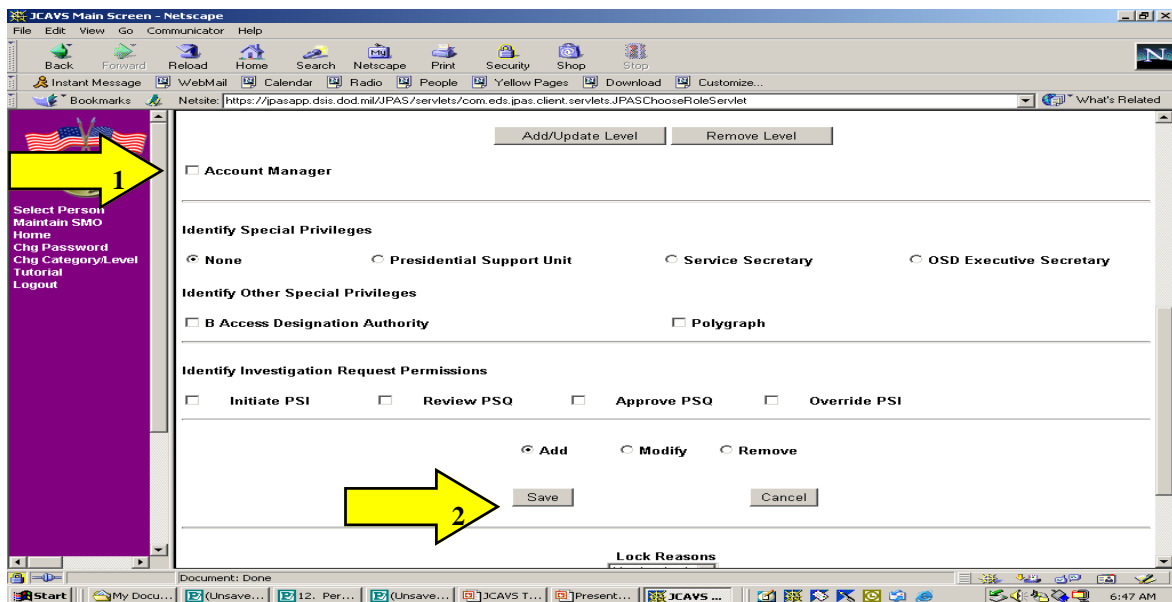
Start | Inbox - Mic... | JPAS Gate... | JCAVS Mal... | Microsoft P... | 11:08 AM

1. Click on the Add/Update Level button to add the level. See the next page.

CREATING A JCAVS ACCOUNT



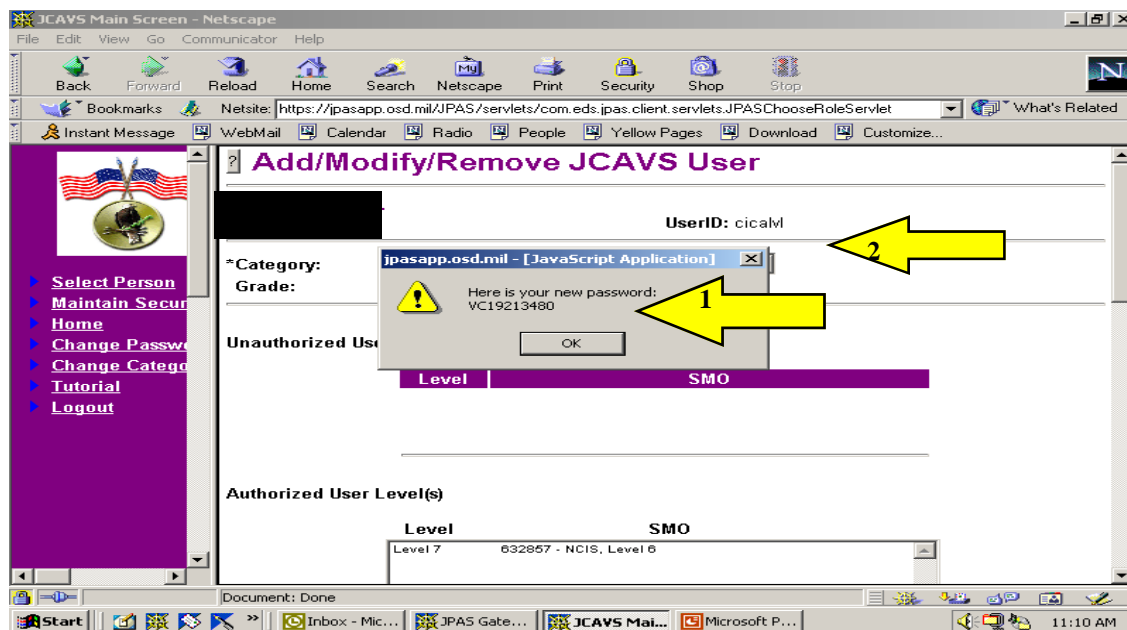
1. The level is selected and is populated in the SMO text box.



1. If required, select the "Account Manager" box and "Identify Special Privileges" - In almost every instance this will be marked "none".

2. Click "Save" See next page for system password.

CREATING A JCAVS ACCOUNT



1. After clicking "Save", the computer will generate a one time temporary password. If you hit "OK" before writing down the password you will have to then reset the password.

2. The user I.D. is always lower case and is found on the top right hand corner of the Person Summary.

3. Levels 7 and 10 can not be an Account Manager.

See the directions on how to modify and remove an account.

"SAMPLE LETTER"

(From a JCAVS account manager to a new JCAVS user)

From:

To:

Subj: ESTABLISHMENT OF JCAVS ACCOUNT

Ref: (a) Your JCAVS Access Request Form of

1. In response to reference (a), here is your JCAVS USER IDs and one-time Password, as requested. Please read the instruction before accessing the system.

USER ID: xxxxxxxxxx (always lower case)
PASSWORD: CPxxxxxxx

2. To login to the system, use the USER ID and password exactly as shown above. When you successfully login to the system for the first time, you will be prompted to change your password. JCAVS passwords must be between 10-20 characters long and may contain the following symbols @\$%^&"[] {}. Additionally, you may use upper and lower case letters. Be advised, passwords are case sensitive. Password may be changed at any time by the user. Please note, however, the system will prompt you to change your password every 90 days.

1. Once you get in the system, the only way to log out is by selecting "Log Out", located on the Main Screen menu. If the system goes down, or you log off using the back arrow or the "X", you will lock yourself out of JPAS and will need to contact your local JCAVS Account Manager or your ISIC Security Manager to log you out of the system.

MODIFYING JCAVS USER'S ACCOUNT

The screenshot shows the 'Add/Modify/Remove JCAVS User' web form. On the left is a purple sidebar menu with options: Select Person, Maintain Security, Home, Change Password, Change Category, Tutorial, and Logout. A yellow arrow labeled '1' points to 'Select Person'. The main form area has a 'UserID:' field with a blacked-out value. Below it are 'Category:' (dropdown menu showing 'Active Duty (USA)') and 'Grade:' (text field showing 'E05'). A yellow arrow labeled '2' points to the 'Category:' dropdown. Under 'Unauthorized User Level(s)', there is a table with columns 'Level' and 'SMO'. Below that, under 'Authorized User Level(s)', there is a table with columns 'Level' and 'SMO', and a large empty text area. A yellow arrow labeled '3' points to the 'Level' dropdown menu in the 'Authorized User Level(s)' section. At the bottom, there are buttons for 'Add/Update Level', 'Remove Level', and 'Select SMO'.

As a JCAVS account manager, you can modify the record of a JCAVS user. To modify a user's account:

1. On the Main Menu, click Select Person. The "Select Person" screen appears. Type the SSN of the JCAVS user whose account is to be modified and click "Display". The "Add/Modify/Remove JCAVS User" screen appears.
2. From the Category drop-down list, select the appropriate category to modify.
3. Select the appropriate level to modify from the level drop-down list.

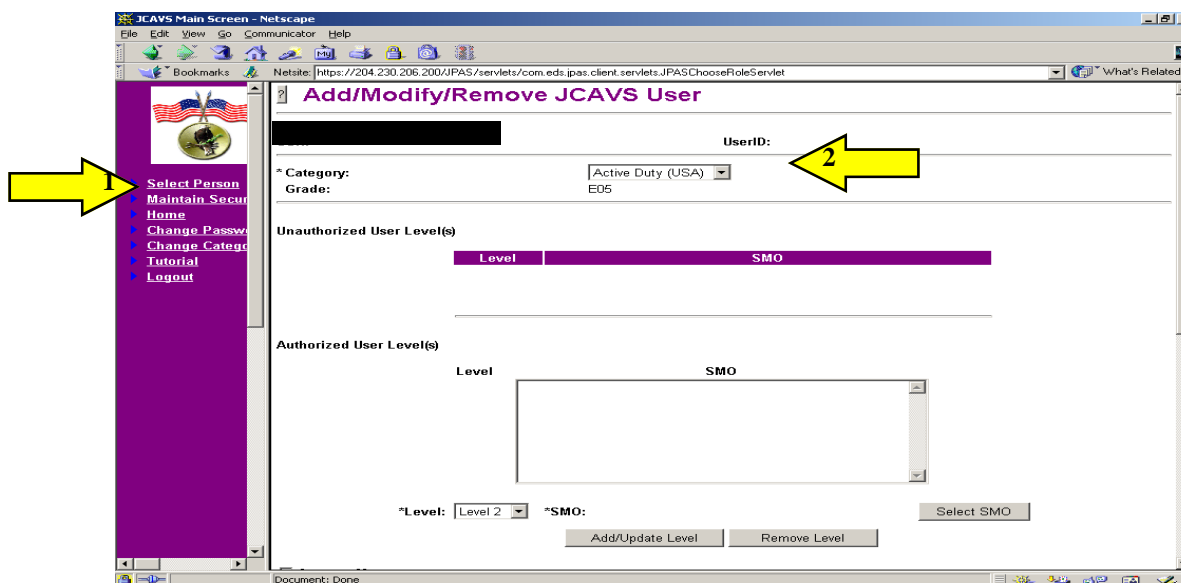
MODIFYING JCAVS USER'S ACCOUNT

The screenshot shows the JCAVS Main Screen in a Netscape browser window. The address bar displays the URL: <https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet>. The page has a purple sidebar on the left with links: Select Person, Maintain SMO, Home, Chg Password, Chg Category/Level, Tutorial, and Logout. The main content area includes buttons for 'Add/Update Level' and 'Remove Level' at the top. Below these are sections for 'Account Manager', 'Identify Special Privileges' (with radio buttons for None, Presidential Support Unit, Service Secretary, and OSD Executive Secretary), 'Identify Other Special Privileges' (with checkboxes for B Access Designation Authority and Polygraph), and 'Identify Investigation Request Permissions' (with checkboxes for Initiate PSI, Review PSQ, and Override PSI). A yellow arrow labeled '1' points to the 'Modify' button in the 'Identify Investigation Request Permissions' section. Below this section are radio buttons for 'Add', 'Modify', and 'Remove'. A yellow arrow labeled '2' points to the 'Save' button at the bottom of the form. The 'Lock Reasons' section is visible at the very bottom.

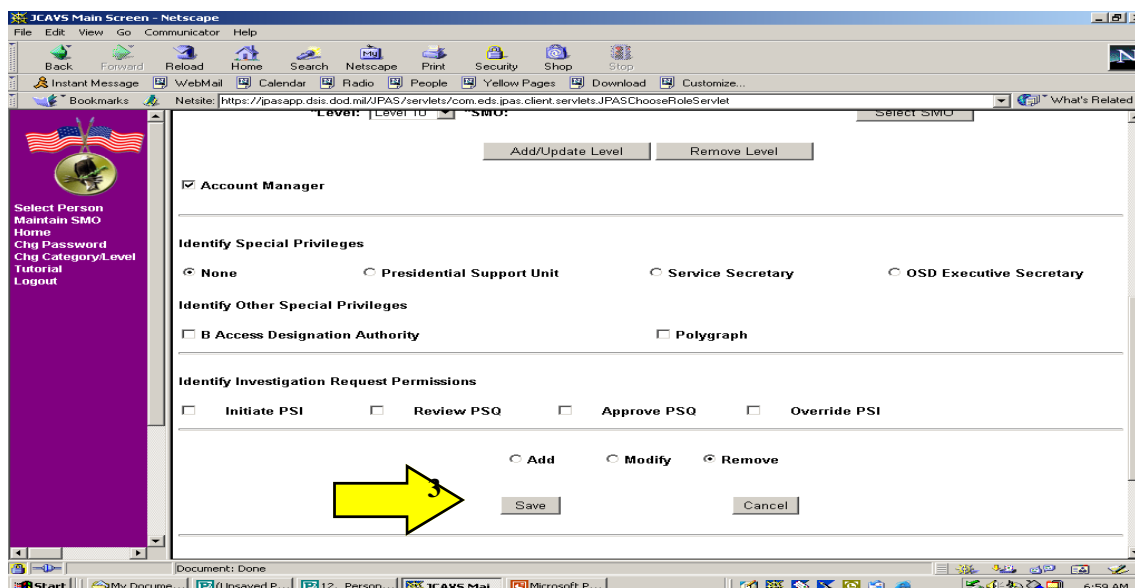
1. Modify the appropriate fields.

2. Scroll to the bottom of the screen, select the Modify button and click "Save".

REMOVING A JCAVS USER'S ACCOUNT

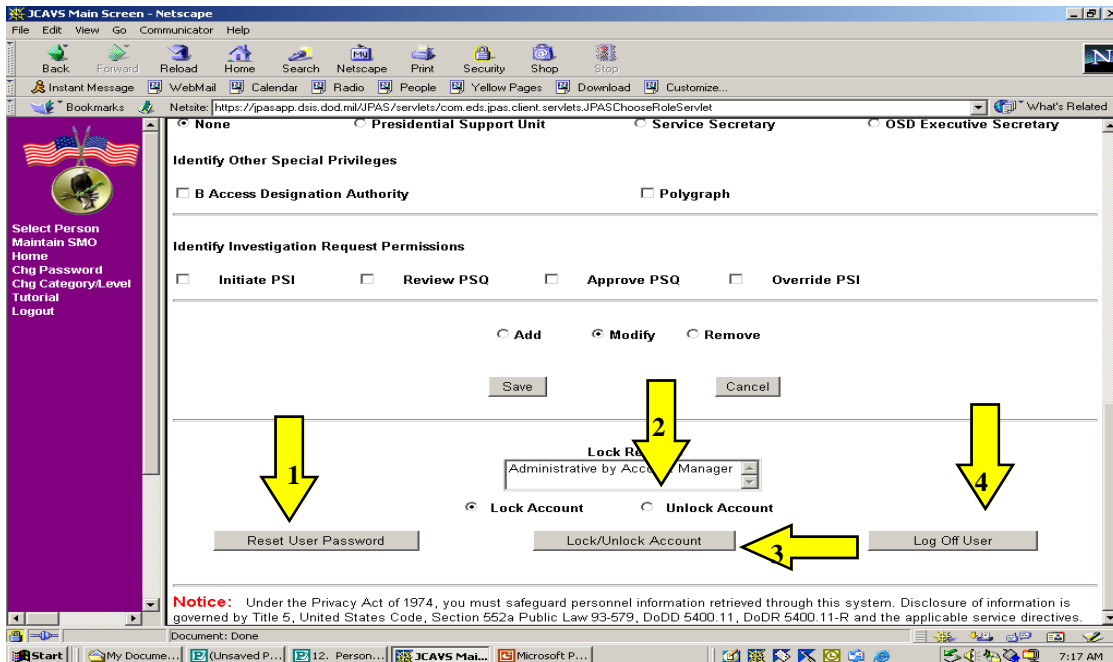


1. On the Main Menu, click Select Person. The "Select Person" screen appears. Type the SSN of the JCAVS user whose account you wish to remove and click "Display". The "Add/Modify/Remove JCAVS User" screen appears.
2. Select the appropriate category from the Category drop-down list to be removed.



3. Scroll to the bottom of the screen and select the Remove button and click "Save."

HOW TO RESET A PASSWORD

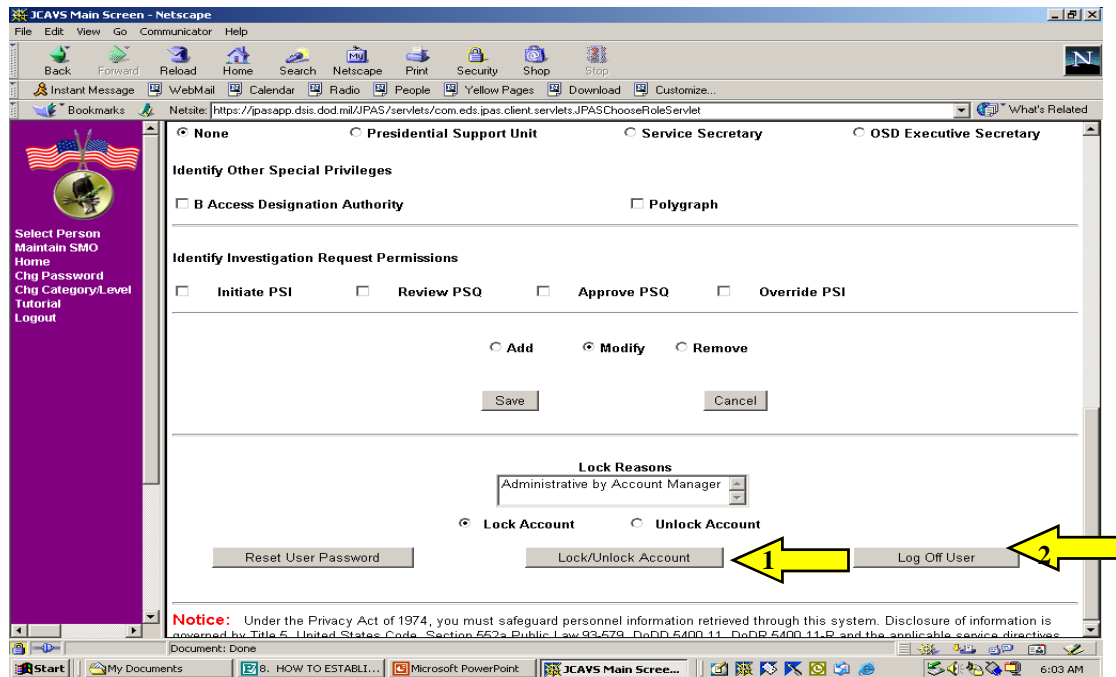


On the main menu, Click "Select Person". The "Select Person" screen appears. Type the SSN of the JCAVS user whose account is to be reset and click "Display". The "Add/Modify/Remove JCAVS User" screen appears. From the Category drop-down list, select the appropriate person category to be modified.

1. Click the "Reset User Password" link to reset the password.
2. Click "Unlock Account" radio button.
3. Click "Lock/Unlock Account" button.
4. Click "Log Off User".

A confirmation message displays the user's new password. Write down this information as it is encrypted once the display window closes. The user must enter the new password the next time logging into the system.

UNLOCK A USER'S ACCOUNT



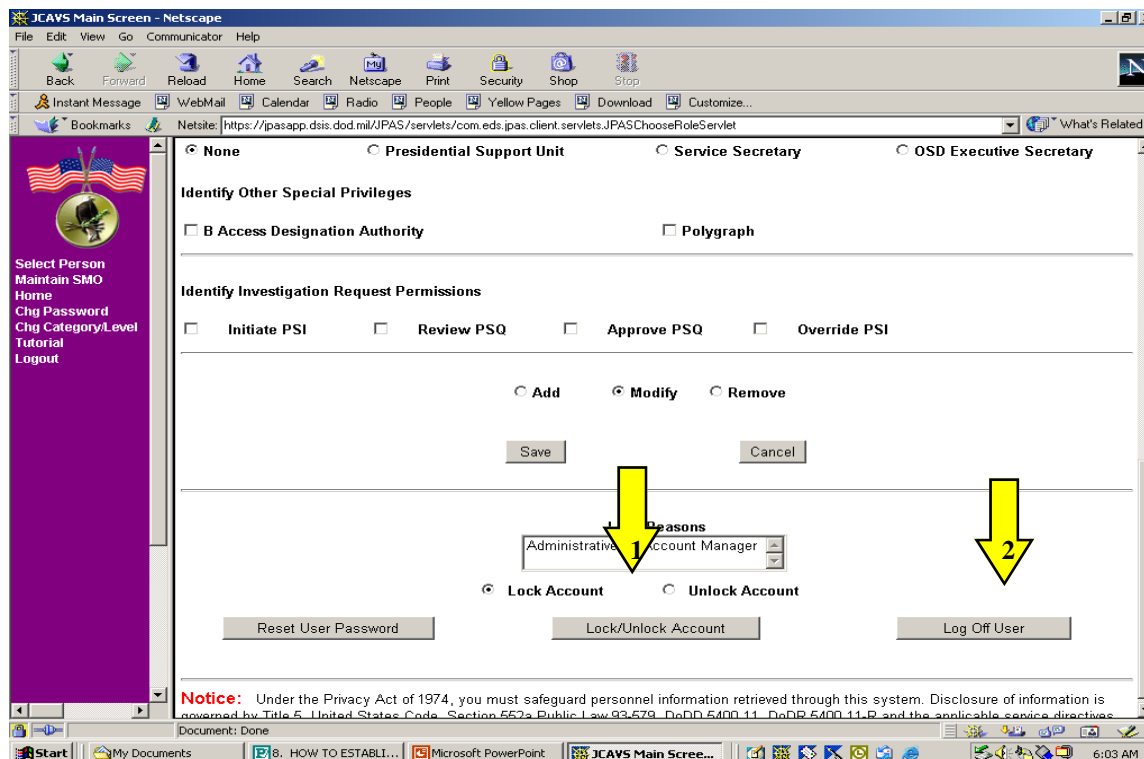
On the Main Menu, click "Select Person". The "Select Person" screen appears. Type the SSN of the JCAVS user whose account is to be reset and click "Display".

The "Add/Modify/Remove JCAVS User" screen appears. From the Category drop-down list, select the appropriate person category to be modified.

1. Click the "Lock/Unlock Account" button
2. Click "Log Off User".

This function ensures a user can return to the system if they shut down their Browser without properly logging off the database or, if they do not log out properly using the appropriate hyperlink.

UNLOCK A USER'S ACCOUNT

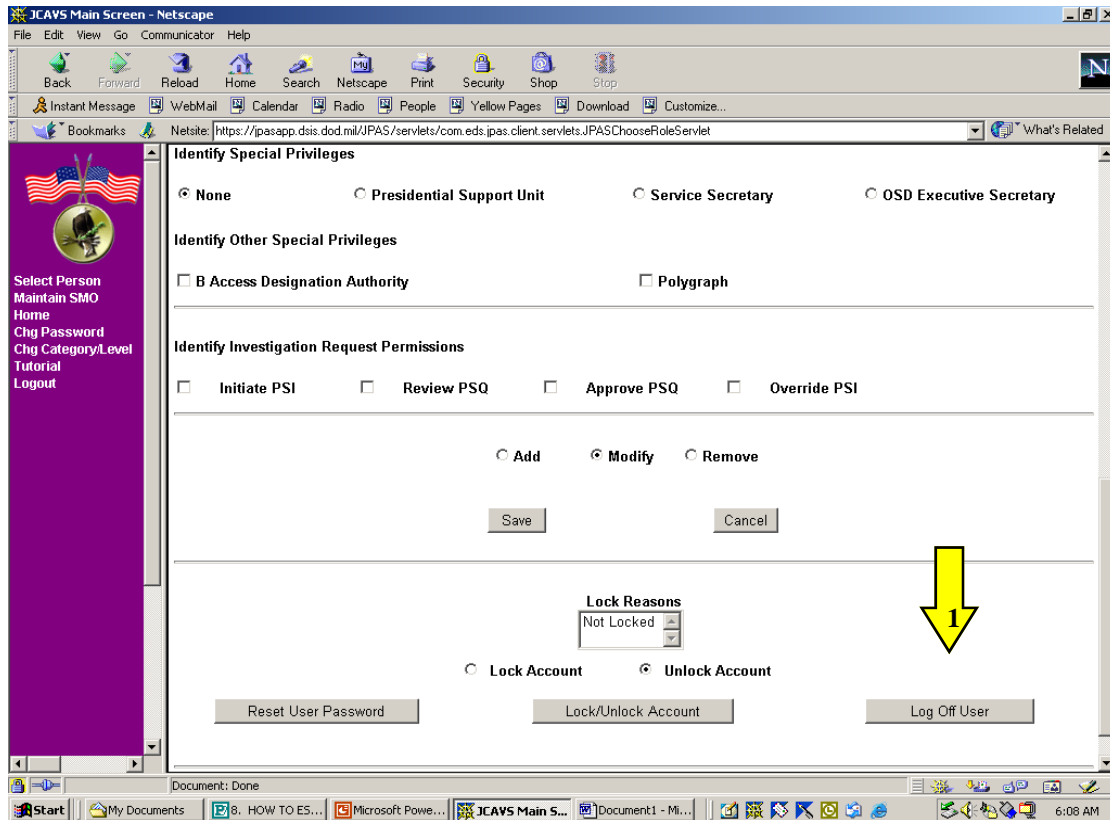


On the Main Menu, click "Select Person". The "Select Person" screen appears. Type the SSN of the JCAVS user whose account is to be reset and click Display.

The "Add/Modify/Remove JCAVS User" screen appears. From the Category drop-down list, select the appropriate person category to be modified.

1. Click the "Lock/Unlock Account" button.
2. Click "Log Off User".

LOG OFF USER



On the Main Menu, click "Select Person". The "Select Person" screen appears. Type the SSN of the JCAVS user whose account is to be reset and click Display. The "Add/Modify/Remove JCAVS User" screen appears. From the Category drop-down list, select the appropriate person category to be modified.

1. Click "Log Off User".

JCAVS USERS ERROR MESSAGES

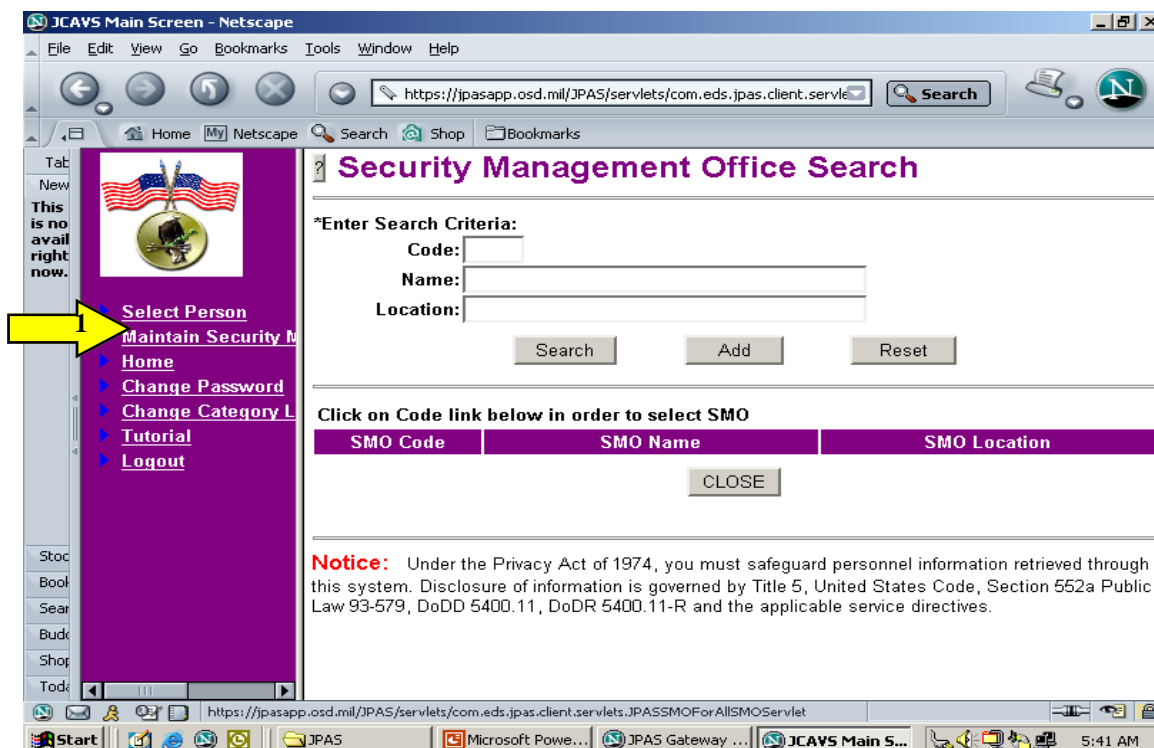
These are messages that will appear if a JCAVS user account is locked and what you need to do:

- Administrative By Account Manager - You need to unlock the account
- Inactive Account - You need to reset the password and unlock account
- Invalid Password Attempts Exceeded - You need to reset the password and unlock the account
- Access Suspended - Can not be removed
- Eligibility Change - Can not be removed

Note: The Eligibility Change lock condition cannot be removed if the user does not qualify for the assigned levels. The Access Suspended condition cannot be removed if the condition still exists.

ESTABLISHING YOUR SECURITY MANAGEMENT OFFICE (SMO)

After registering your command for JCAVS access, the next step is establishing your commands' Security Management Office (SMO). By setting up your SMO, you are directing the systems' information flow to your organization. Commands with JCAVS access can see JCAVS information, but without establishing your SMO, other commands will not be able to identify you. Additionally, you will not receive notifications from the DON CAF, receive visit requests, etc., nor will you be able to modify any individual records contained in JCAVS. The SMO is established by the **Account Manager**. JCAVS will not function correctly without following these important procedures.



1. Click on the Maintain Security Management Office (SMO) link. The "Security Management Office Search" screen appears.

ESTABLISHING YOUR SECURITY MANAGEMENT OFFICE (SMO)

JCAVS Main Screen - Netscape

File Edit View Go Bookmarks Tools Window Help

https://jpasapp.osd.mil/JPAS/servlets/com.eds.jpas.client.servle Search

Home My Netscape Search Shop Bookmarks

Tab New
This is no avail right now.

- Select Person
- Maintain Security M
- Home
- Change Password
- Change Category L
- Tutorial
- Logout

Stoc
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Sho
Tod

Security Management Office Search

***Enter Search Criteria:**

Code: 63285* **1**

Name:

Location:

Search Add Reset

Records 1 - 6 of 6, Page 1 of 1

Click on Code link below in order to select SMO

SMO Code	SMO Name	SMO Location
632852	NIS HQ, Level 2	WASHINGTON, DC
632853	NIS HQ, Level 3	WASHINGTON, DC
632854	NIS HQ, Level 4	WASHINGTON, DC
632855	NIS HQ, Level 5	WASHINGTON, DC
632856	NIS HQ, Level 6	WASHINGTON, DC
632857	NCIS, Level 6	WASINGTON, DC

2

CLOSE

Document: Done (7.89 secs)

Start JPAS Microsoft Powe... JPAS Gateway ... JCAVS Main S... 5:44 AM

1. Type in your SMO code and asterisk (*).
2. This is a listing of one SMO with several different levels.

ESTABLISHING YOUR SECURITY MANAGEMENT OFFICE (SMO)

ADDING A NEW SECURITY MANAGEMENT OFFICE

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: <https://jpasapp.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet> What's Related

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Security Management Office Search

*Enter Search Criteria:

Code: 1

Name:

Location:

3

Search Add Reset

Click on Code link below in order to select SMO

SMO Code	SMO Name	SMO Location
CANCEL		

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start JPAS Gateway - Netscape JPAS Change Password ... JCAVS Main Screen - ... 2:39 PM

1. Enter the SMO Code (UIC/RUC) for your organization in the "Code" text box.
2. If the SMO does not appear, you will have to "Add" the new SMO.
3. Click "add".

ESTABLISHING YOUR SECURITY MANAGEMENT OFFICE (SMO)

ADDING A NEW SECURITY MANAGEMENT OFFICE

The screenshot shows a Netscape browser window with the URL `https://jpasapp.osd.mil/jPAS/servlets/com.eds.jpas.client.servic...`. The page title is "Security Management Office Maintenance". On the left is a purple sidebar with a "This is no avail right now." message and a list of links: "Select Person", "Maintain Security L...", "Home", "Change Password", "Change Category L...", "Tutorial", and "Logout". The main form area contains the following fields and values:

- *SMO Code: 632856
- *SMO Name: NIS HQ
- *SMO Location: WASHINGTON, DC
- *Service/Agency: N - Navy
- *Office Level: Level 6
- *Active Date: 2003 05
- Deactivate Date: (empty)
- Deactivate: ☐
- *Commercial Phone: 2024339633
- Commercial Fax: 2024339630
- DSN Phone: 288
- Email: bjackson@ncis.navy.mil
- NRO Designation: ☐
- Service Secretary Designation: ☐
- OSD/ES Designation: ☐

At the bottom, there is a section labeled "Active Parent SMO(s)" which is currently empty.

The "Security Management Office Maintenance" screen appears with a message window directing you to enter the required data to add to the SMO.

Click OK.

Type the SMO name in the "SMO Name" text box. This is your command's plain language address. The UIC/RUC shall not appear in this block.

Type the location of the SMO in the "SMO Location" text box. This is the city and state only.

Click on the Service/Agency down arrow and select the appropriate service or agency. Navy or Marine

Click on the Office Level down arrow and select the appropriate level.

Type the appropriate date (YYYY MM DD) in the "Active Date" text box.

Type the commercial phone number (No dashes or spaces) in the "Commercial Phone" number text box.

Type the commercial fax number in the "Commercial Fax" number text box.

Type the DSN Phone number in the "DSN Phone" text box.

Type in the email address in the "Email" text box.

Click the appropriate Designation.

Click SAVE. The SMO is created and the screen refreshes.

DO NOT CHECK THE BOXES BELOW THE "Email" address.

ESTABLISHING YOUR SECURITY MANAGEMENT OFFICE (SMO)

ADDING A NEW SECURITY MANAGEMENT OFFICE

Special Privileges

You will not check the boxes for NRO Designation, Service Secretary Designation nor the OSD/ES Designation.

ESTABLISHING YOUR PARENT RELATIONSHIP

JCAVS Main Screen - Netscape

File Edit View Go Bookmarks Tools Window Help

https://jpasapp.osd.mil/jPAS/servlets/com.eds.jpas.client.servle Search

Home My Netscape Search Shop Bookmarks

Service Designation: ☐ **Secretary Designation:** ☐ **OSD/ES Designation:** ☐

Active Parent SMO(s)

Code	Name	Location	Level	Begin Date	End Date
N632854	SSO NCIS	716 SICARD ST., SE WASHINGTON NAVY YARD DC 20388	Level 4	2003 05 29	N/A

Add/Maintain Parent Relationships

Affiliated Users: 9 **View**

SAVE **CANCEL**

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

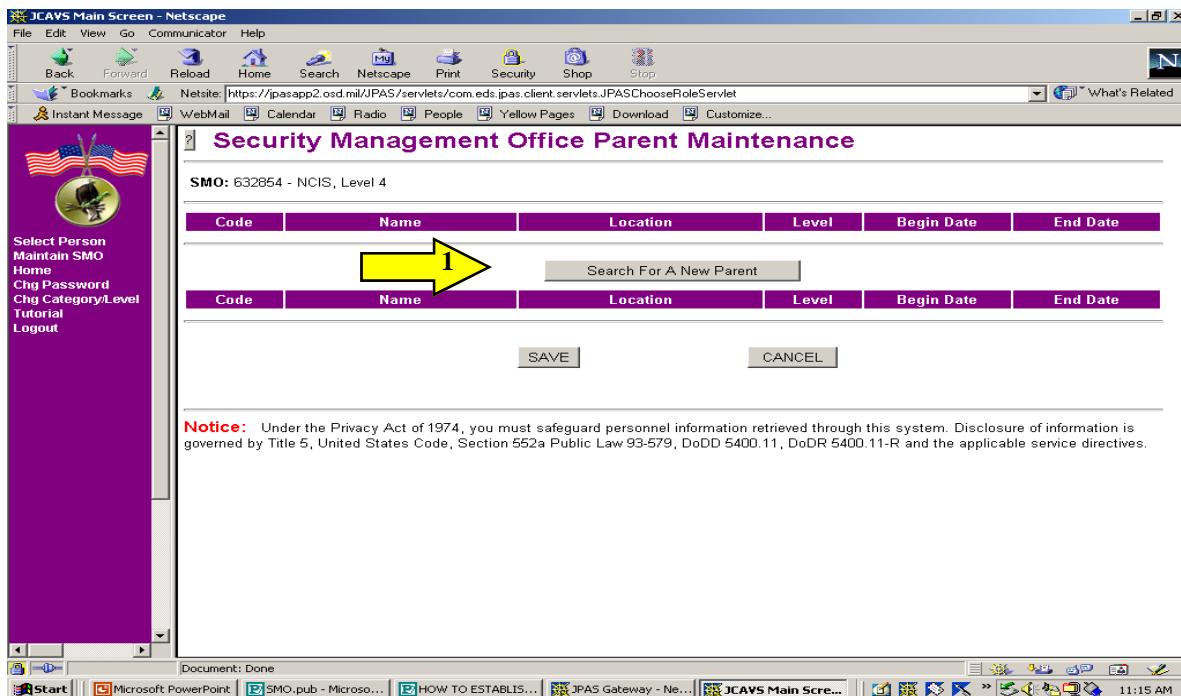
Document: Done (4.86 secs)

Start JPAS Microsoft Powe... JPAS Gateway ... JCAVS Main S... 5:47 AM

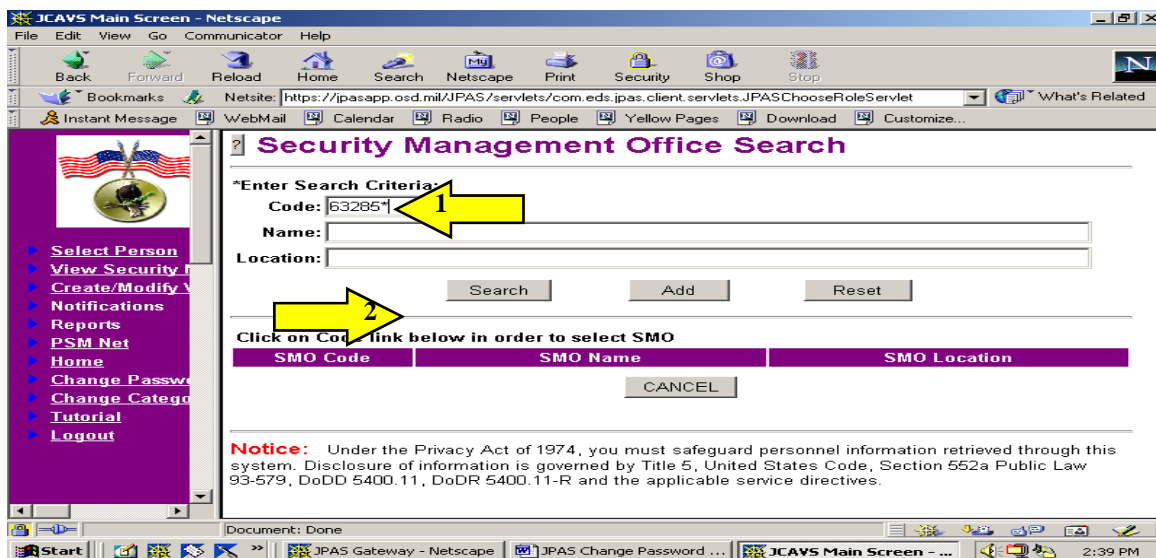
If you have oversight responsibility over other commands, you may establish yourself as an ISIC or parent. An ISIC or parent command does not receive DON CAF notifications however, they may request and receive reports on the commands they have claimed and can in-process and out-process personnel into their subordinate SMOs. To add an ISIC/parent relationship, complete the following steps.

1. Click on the Add/Maintain Parent Relationships button. The "Security Management Office Parent Maintenance" screen appears.

ESTABLISHING YOUR PARENT RELATIONSHIP

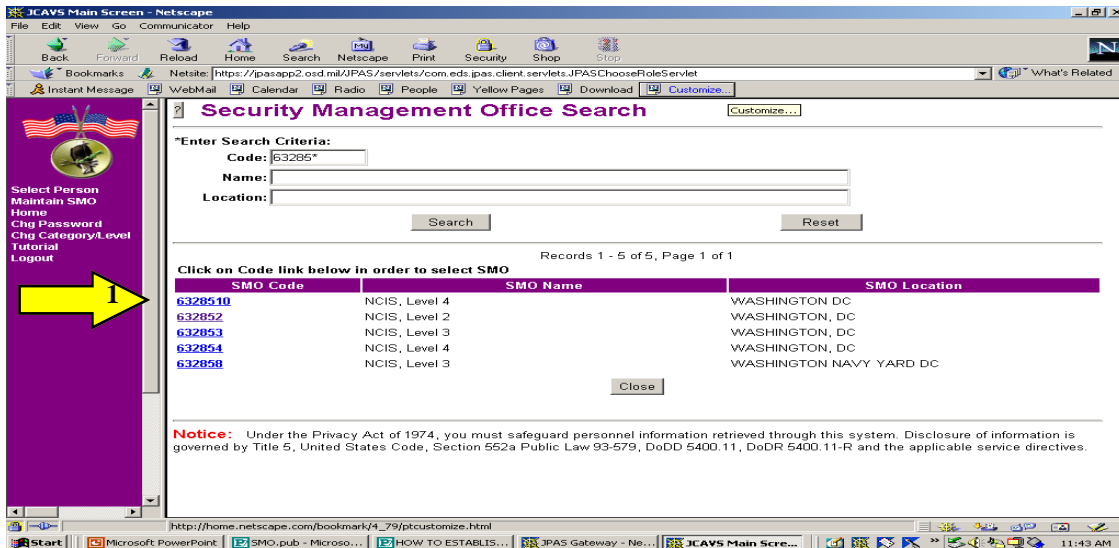


1. Click "Search For a New Parent".



1. Type in the ISIC/parent UIC by placing the code (UIC/RUC), name of command or location of command.
2. Click "Search".

ESTABLISHING YOUR PARENT RELATIONSHIP



JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize

Security Management Office Search

Customize...

*Enter Search Criteria:

Code: 63285*

Name:

Location:

Search Reset

Records 1 - 5 of 5, Page 1 of 1

Click on Code link below in order to select SMO

SMO Code	SMO Name	SMO Location
6328510	NCIS, Level 4	WASHINGTON DC
632852	NCIS, Level 2	WASHINGTON, DC
632853	NCIS, Level 3	WASHINGTON, DC
632854	NCIS, Level 4	WASHINGTON, DC
632858	NCIS, Level 3	WASHINGTON NAVY YARD DC

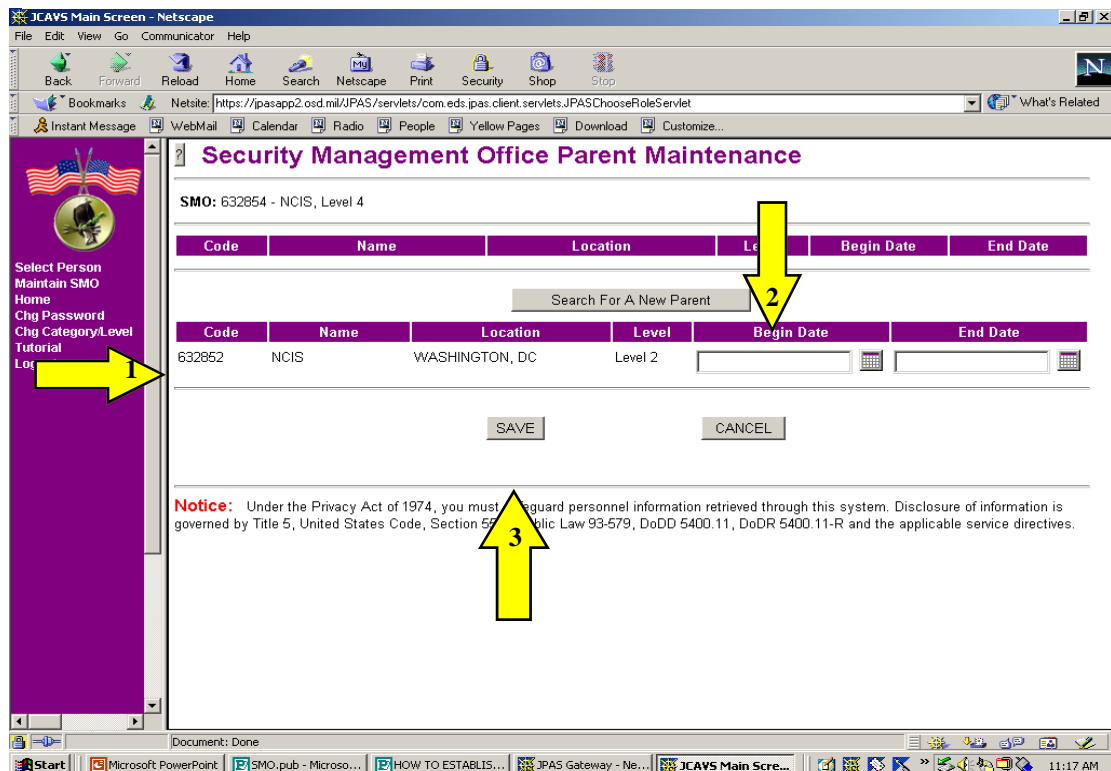
Close

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

http://home.netscape.com/bookmark/4_79/ptcustomize.html

Start Microsoft PowerPoint SMO.pub - Micro... HOW TO ESTABLIS... JPAS Gateway - Ne... JCAVS Main Scre...

1. Click on the appropriate ISIC/Parent Code.



JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize

Security Management Office Parent Maintenance

SMO: 632854 - NCIS, Level 4

Code	Name	Location	Level	Begin Date	End Date
632852	NCIS	WASHINGTON, DC	Level 2	<input type="text"/>	<input type="text"/>

SAVE CANCEL

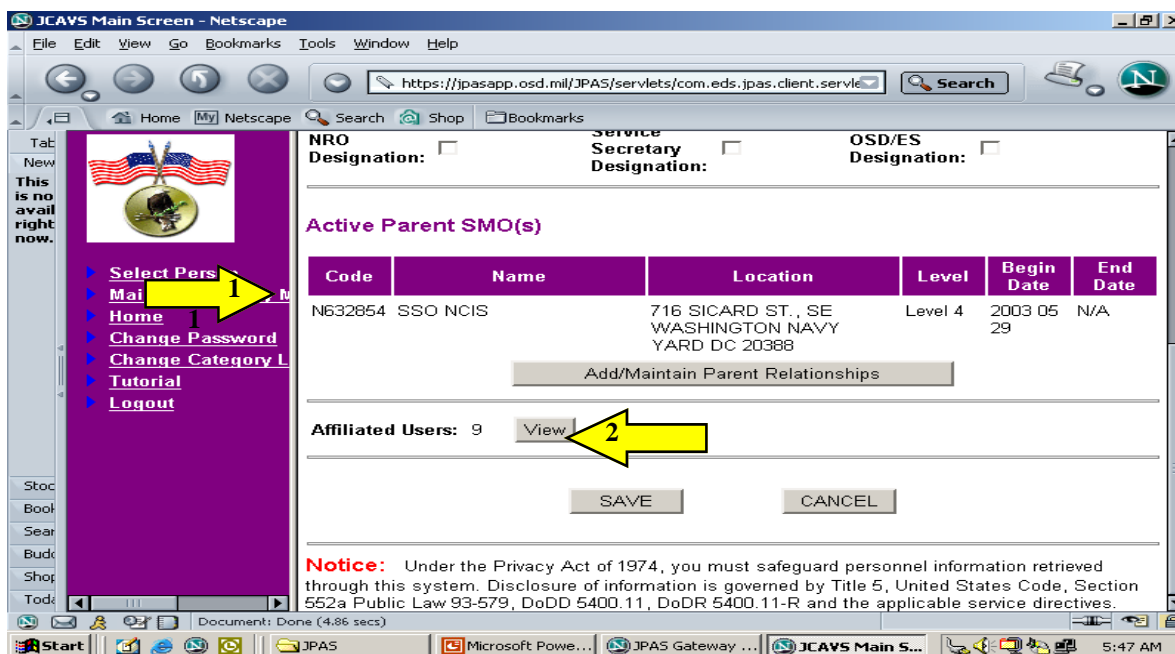
Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

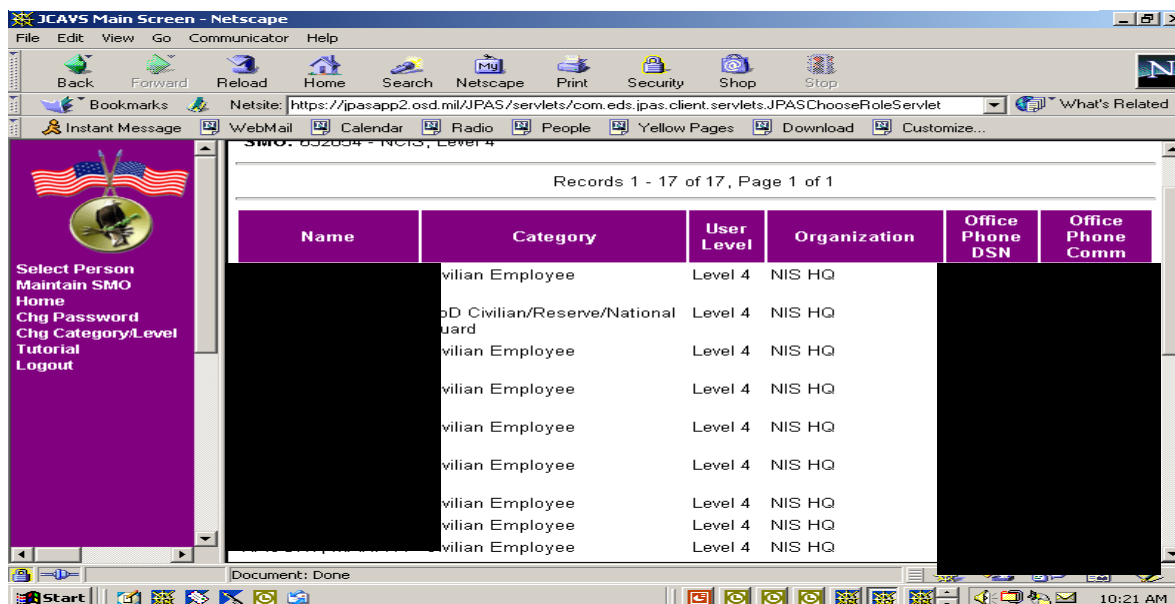
Start Microsoft PowerPoint SMO.pub - Micro... HOW TO ESTABLIS... JPAS Gateway - Ne... JCAVS Main Scre...

1. Once you have selected a SMO Code (UIC/RUC), text box is populated.
2. Place the date in the "Beginning" textbox, yyyy,mm,dd.
3. Click "Save".

JCAVS USERS AFFILIATED WITH YOUR SMO



1. Your Parent is now entered into JCAVS.
2. Before you leave this screen, look at your affiliated users. Click "Affiliated Users".



All of the above individuals are JCAVS users within your SMO.

PERSON SUMMARY

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet>

What's Related

Select Person
View SMO
Create/Modify Visit
Notifications ▶
Reports ▶
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Person Summary

Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: 2004 03 16
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 1960 06 02
Marital Status: N/A
Place of Birth: N/A
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: Yes

[PSQ Sent](#)
[Non-SCI Access History](#)
[Request to Research/Upgrade Eligibility](#)
[NdA History](#)

Accesses

Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Yes	Indoctrinate Non-SCI Debrief Non-SCI

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, 63285, DC, 20388

The top portion of the "Person Summary Screen" identifies:

- Name (PID entry)
- SSN (PID entry)
- Open Investigation (OPM entry)
- PSQ Sent Date: (command entry)
- Attestation Date: (command entry)
- Incident Report - (command entry) (The individual's name will be in red)
- SF 713 Fin Consent Date: (Not in Use)
- SF 714 Fin Disclosure Dare: (Not In Use)
- Polygraph - (Not in use by Navy)
- Foreign Relation (CAF entry)
- Date of birth (PID entry)
- Marital Status (Industry only)
- Place of birth (PID entry)
- Citizenship (PID entry)
- NdA (Classified Information Nondisclosure Agreement, SF-312) (command entry))
- NdS (Nondisclosure Statement (SSO entry))

Blue links on top section of screen

NOTE: If you do not own or service the individual, no blue links will appear.

- PSQ Sent - (Command entry)
- Non-SCI Access History
- Request to Research, Re-certify and Upgrade Eligibility (RRU) - Communication with DON CAF
- NDA History

Person Summary–Person Category

Accesses					
Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Industry (Contractor) HH3VFDDB	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Access Number: N/A	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Request SPA
Industry (Contractor) 7N699-I		No	IT: N/A Public Trust: N/A Child Care: N/A	Access Number: N/A	
Industry (Contractor) 0S482-I	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	SI TK G B HCS Access Number: B-390000017	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Debrief SCI Request SPA
Reserve - Officer (USAF)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	SI TK G HCS Access Number: N/A	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Debrief SCI Request SPA

The middle portion of the “Person Summary Screen” identifies:

- The access column will only display if at least one category has been indoctrinated into an access.

[Blue links on middle section of screen](#)

These links are where the command can indoctrinate and debrief a person category record.

Person Summary–Bottom Section

Person Category Information

Category Classification: N/A
 Organization: 63285, 63285, 63285, 63285, DC, 20388
 Organization Status: N/A
 Occupation Code: 0132
 SCI SMO: NCIS, Level 3, 2024336911/9637, j.drewery@ncis.navy.mil and/or pbeatte@ncis.navy.mil
 Non-SCI SMO: NCIS, Level 4, 2024336631, caborden@ncis.navy.mil
 Servicing SMO: Yes
 Office Symbol: MTAC
 Position Code: N/A
 Arrival Date: N/A
 Office Phone Comm: 202 (433) 2942
 Separation Status: N/A
 Interim: N/A
 Separation Date: N/A
 Grade: GG14
 PS: Critical Sensitive
 RNLTD: N/A
 Office Phone DSN: 286
 TAFMSD: N/A
 Proj. Departure Date: N/A
 Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [In/Out Process](#) [Remarks](#)
[Suspense Data](#) [Investigation Request](#)

Investigation Summary
 SBPR from OPM, Opened: Closed 2001 09 06
 SBPR from Unknown, Opened: Closed 1995 05 11
[Investigation History](#)

Adjudication Summary
 PSI Adjudication of SBPR OPM, Opened , Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
 PSI Adjudication of SBPR OPM, Opened , Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
[Adjudication History](#)

External Interfaces
[Perform SII Search](#) [DCII](#)

The bottom portion of the “Person Summary Screen” identifies:

- Person Category Information
- Category Classification: (USAF Only)
- Organization: (PID)
- Organization Status: (Not in use)
- Occupation Code: (GS series/MOS/Rating/Designator)
- SCI SMO: (SSO)
- Non-SCI SMO: (Command)
- Office Symbol: (user)
- Position Code: (USAF Only)
- Arrival Date: (PID)
- Office Phone Comm: (user)
- Separation Status: (PID)
- Interim: Command
- Separation Date: (PID)
- Grade: (PID)
- PS: (DCPDS)
- RNLTD: (PID)
- Office Phone DSN: (User)
- TAFMS: (PID)
- Proj. Departure Date: (PID)
- Uu Proj. UIC/RUC/PASCODE: (PID)

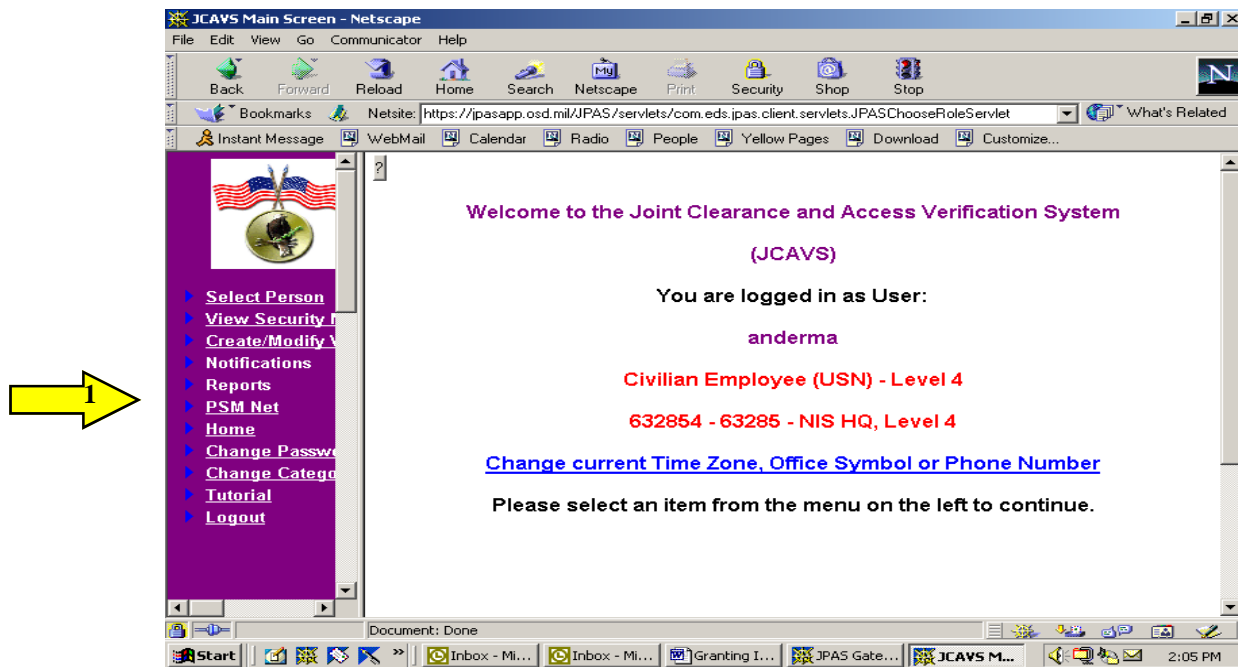
Blue links on bottom section of screen

- Report Incident
- Suspense Date
- In/Out Process
- Investigation Request
- Remarks

Investigation Summary – Summary of investigations

- Adjudication Summary – Summary of CAF actions. If you request an action of DON CAF, the action DON CAF takes or is in the process of taking may show up here. ***This is where the eligibility determination is.***
- External Interfaces
- “Perform SII Search” - This is to look at investigation data on person who’s investigation was done by the Office of Personnel Management
- DCII—Used only by a CAF.

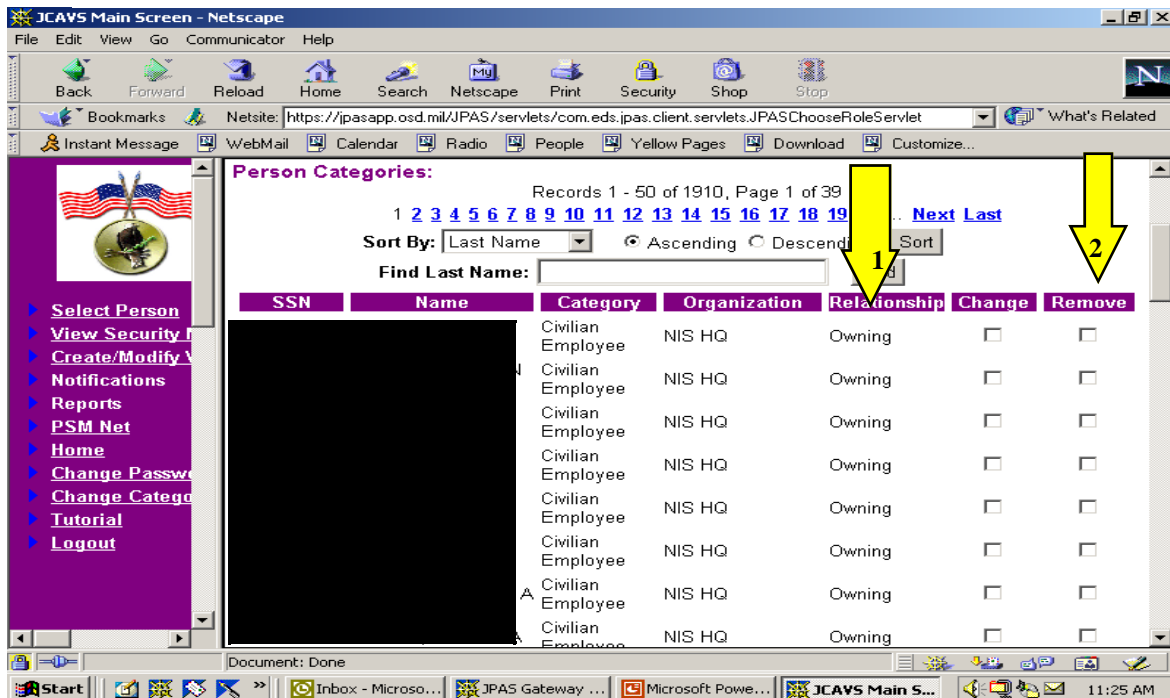
PERSONNEL SECURITY MANAGEMENT NETWORK (PSM NET)



JCAVS will not function correctly without following these important procedures. After your command has established a Security Management Office (SMO) under JCAVS, the next step is to properly identify the individuals over whom your SMO will have security cognizance. This is done under JCAVS's PSM Net function. Through personnel data system interfaces, JCAVS will automatically identify most of the individuals who share your UIC/RUC as belonging under your PSM Net authority. Unfortunately, the personnel system data is not without error. It is the responsibility of each SMO to review and make necessary changes (add individuals to the PSM Net, delete individuals from the PSM Net) to ensure its accuracy and integrity. It is also the responsibility of each SMO to ensure the PSM Net is updated with every personnel change as described in the "in-out process". The following procedures will take you through the process of establishing your SMO's PSM Net.

1. Click on PSM Net. The "JCAVS Maintain PSM Net" screen appears

PERSONNEL SECURITY MANAGEMENT NETWORK (PSM NET)



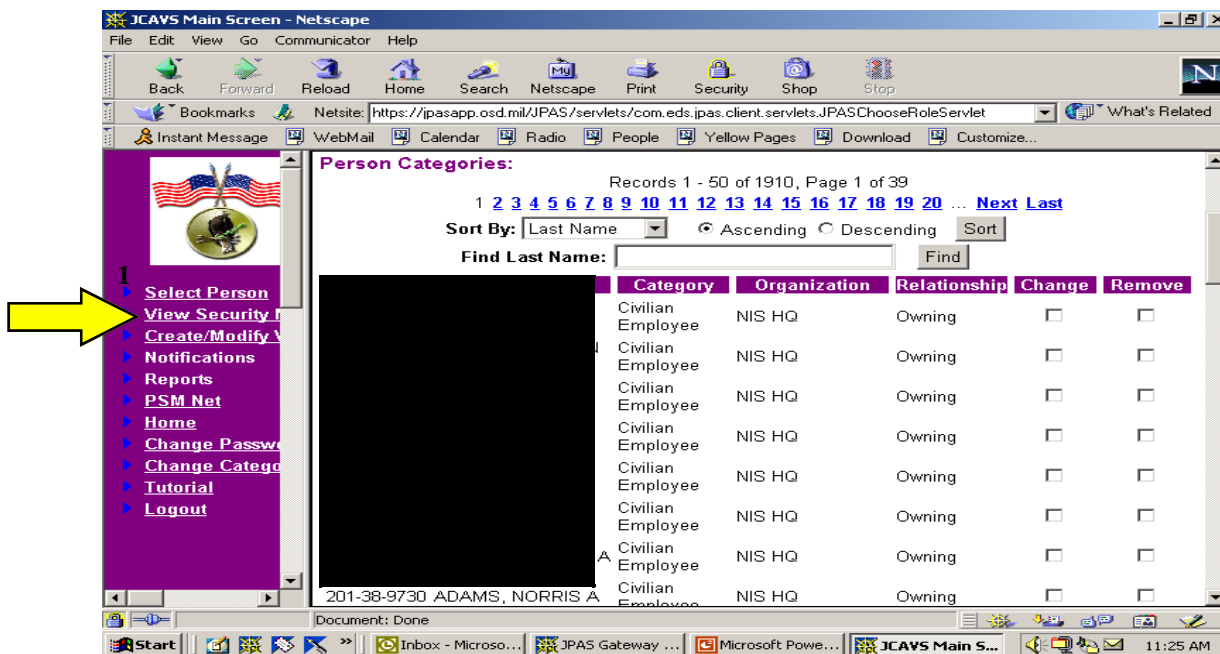
Here is a list reflecting personnel in a PSM net.

This screen allows you to "clean-up" your PSM net:

1. Ensure those who should be in your PSM net are under the right "person category" and review whether you "own" or "service" them.
2. Anyone who is listed in your PSM Net who should not be there, you may remove by clicking the "remove" box. The term "PENDING REMOVAL" will appear and at midnight, Eastern Standard Time, the person will be gone from your PSM net. (The record does remain in JPAS for another SMO to take ownership, etc.).

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

CHANGING PERSONNEL FROM OWNING TO SERVICING



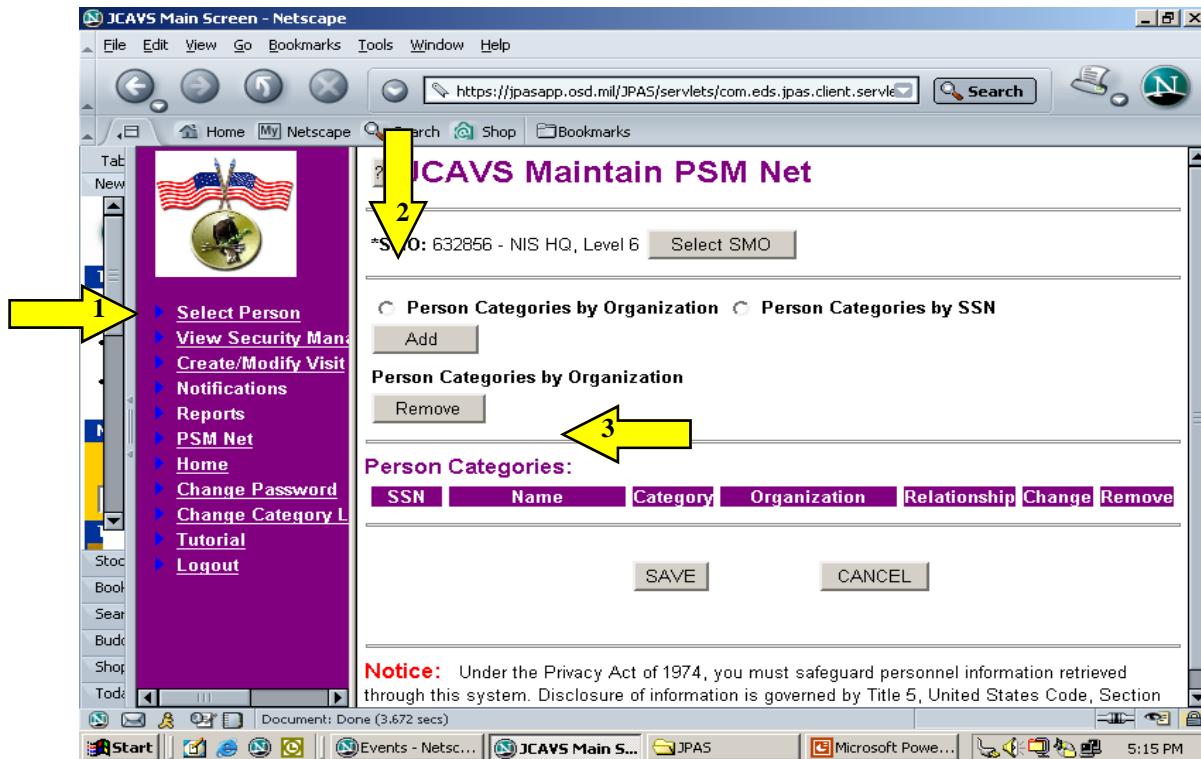
1. Click on the PSM Net link.
2. Place an "x" in the "Change" box. This will change the affiliation from Owning to Servicing.

If the system will not allow you to change from "servicing" to "owning", a "Reason" box will pop up. Click on the reason box to determine the SMO that has ownership so that you can contact them and request that they out-process the individual from their ownership.

Important Note: You may have only one Non-SCI SMO and one SCI-SMO Owning relationship, however, you may have numerous servicing relationships.

PERSONNEL SECURITY MANAGEMENT NETWORK (PSM NET)

POPULATING YOUR PSM NET



1. On the Main Menu, click on PSM Net link. The "JCAVS Maintain PSM Net" screen appears.
2. Click on the "Person Categories by Organization" button.
3. Click on the "Add" link. The "PSM Net Add Organization Person Categories" screen appears.

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

POPULATING YOUR PSM NET

The screenshot shows the JCAVS Main Screen in Netscape. The page title is "PSM Net Administration Organization Person Categories". The SMO is 632854 - NCIS, Level 1. The "Relationship" section has two radio buttons: "Owning" (selected) and "Servicing". The "Organization" section has a "Select Organization" button. Below this are fields for "Eligibility", "Occupation Code", and "Access Type". A "Search" button is also present. The "Search Result for:" section shows a table with columns "SSN", "Name", "Category", and "Add". Below the table are "ADD", "ADD ALL", and "CANCEL" buttons. A "Notice" at the bottom states: "Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives."

1. Click on the "Owning or Servicing" radio button next to the "Relationship" radio button.

2. Click on the "Select Organization" button. The "Organization Search" screen is displayed.

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

POPULATING YOUR PSM NET

Organization Search

Selected Organization:

Search:

Organization's Service/Agency:

*Enter Search Criteria (Include an * for wildcarding):

Organization Name:

Organization Location:

Organization UIC/RUC/PASCODE/CAGE:

Select Organization Search Results:

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. From the "Organization's Service/Agency" drop-down list, select the appropriate service, e.g. Navy or Marine.
2. Type in the search data (e.g. Organization Name - NAVSEA*, For Location - Washington* or UIC/RUC/PASCODE - code N63321*. All units with an "Organization/Unit Name/Location/UIC" matching the query now appear in the "Select Organization Search Results" drop-down window.
3. Click "Search".

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

POPULATING YOUR PSM NET

The screenshot shows the 'Organization Search' page in a Netscape browser. The search criteria are: Organization Name: (empty), Organization Location: (empty), and Organization UIC/RUC/PASCODE/CAGE: 63295*. The search results show one record: UIC/RUC/PASCODE/CAGE: 63295, Name: NROTC RENSSELAER POLY NY, Location: TROY. A yellow arrow points to the '63295' value in the search results table.

UIC/RUC/PASCODE/CAGE	Name	Location
63295	NROTC RENSSELAER POLY NY	TROY

The "PSM Net Add Organization Person Categories" screen returns with the organization name appearing in the Organization field.

1. If this is the correct SMO, click on it.

The screenshot shows the 'PSM Net Add Organization Person Categories' screen. The SMO is 632654 - NCIS, Level 4. The Organization is 63295 - NROTC RENSSELAER POLY NY. The Relationship is Owing. The Eligibility is (empty). The Occupation Code is (empty). The Access Type is (empty). The Search Result for: table shows one record: SSN: (empty), Name: (empty), Category: (empty). A yellow arrow points to the 'Add' button.

SSN	Name	Category	Add

1. Click on the "Add" button. The "PSM Net Add Organization Person Categories" screen refreshes, see the next page.

[Back](#)
[Forward](#)
[Reload](#)
[Home](#)
[Search](#)
[Netscape](#)
[Print](#)
[Security](#)
[Shop](#)
[Stop](#)

[Bookmarks](#)
[Netsite: https://ipassapp2.osd.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet](#)
[What's Related](#)

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[Radio](#)
[People](#)
[Yellow Pages](#)
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[Customize...](#)

PSM Net Add Organization Person Categories

SMO: 632854 - NCIS, Level 4

***Relationship:** ☒ Owning ☐ Servicing

***Organization:** 63295 - NROTC RENSSLAER POLY NY

Eligibility:

Occupation Code:

Access Type:

[Select Organization](#)

[Search](#)

Search Result for: 63295 - NROTC RENSSLAER POLY NY, Owning

Records 1 - 50 of 151, Page 1 of 4

1 2 3 4 [Next](#) [Last](#)

Sort/Find By: Last Name
☒ Ascending ☐ Descending
 [Sort](#)

Find: [Find](#)

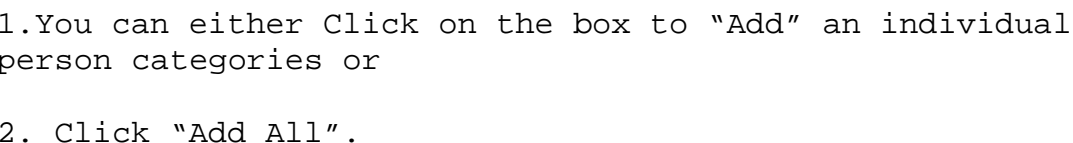
SSN	Name	Category	Add
		Officer Candidate	<input type="checkbox"/>
		Officer Candidate	<input type="checkbox"/>
		Officer Candidate	<input type="checkbox"/>
		Active Duty	<input type="checkbox"/>
		Officer Candidate	<input type="checkbox"/>

Document: Done

[Start](#)
[Inbox - Microsoft Outlook](#)
[JPAS Gateway - Netscape](#)
[JPAS Main Screen - N...](#)
[PSM Net.doc - Microsoft ...](#)

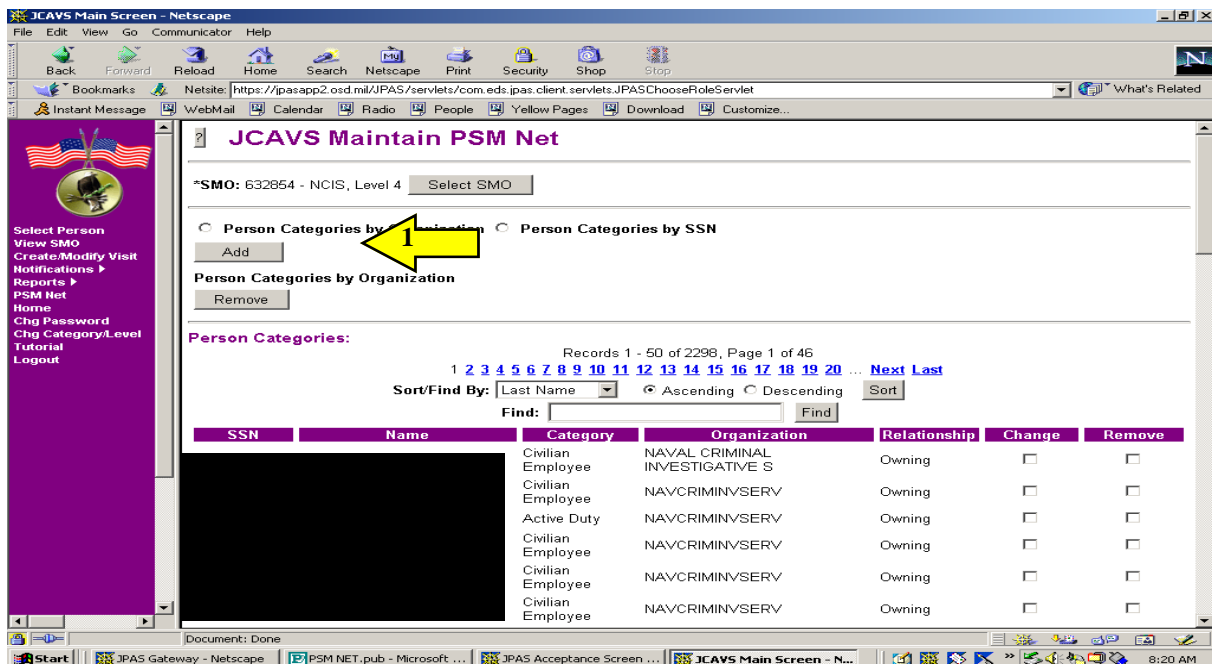
7:24 AM

1

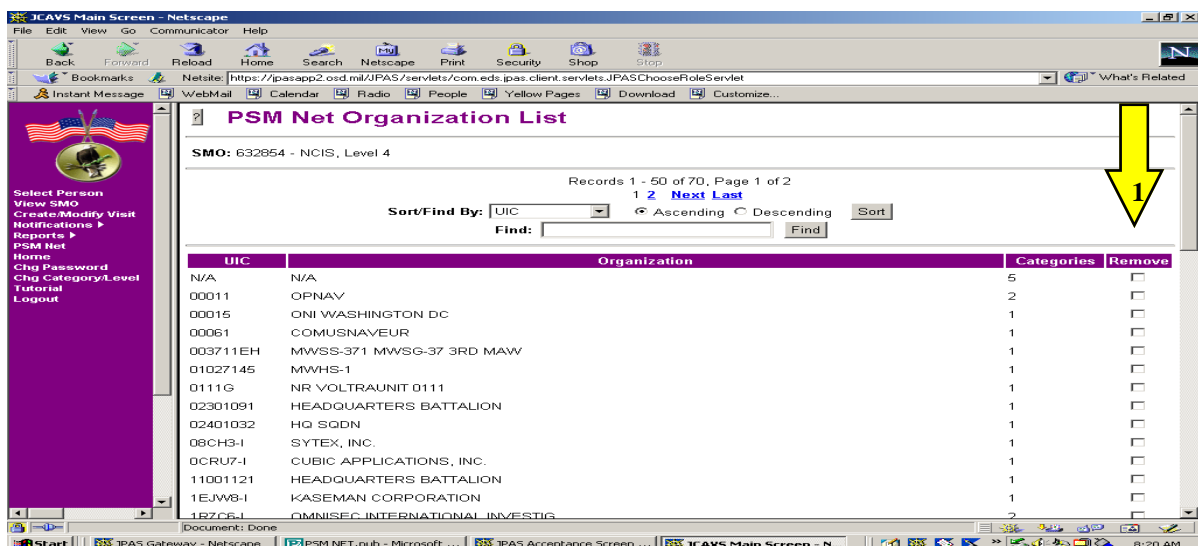


PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

REVIEWING THE ORGANIZATIONS IN YOUR PSM NET



1. Click the "Remove" button. The "PSM Net Organization List" screen appears. See below.

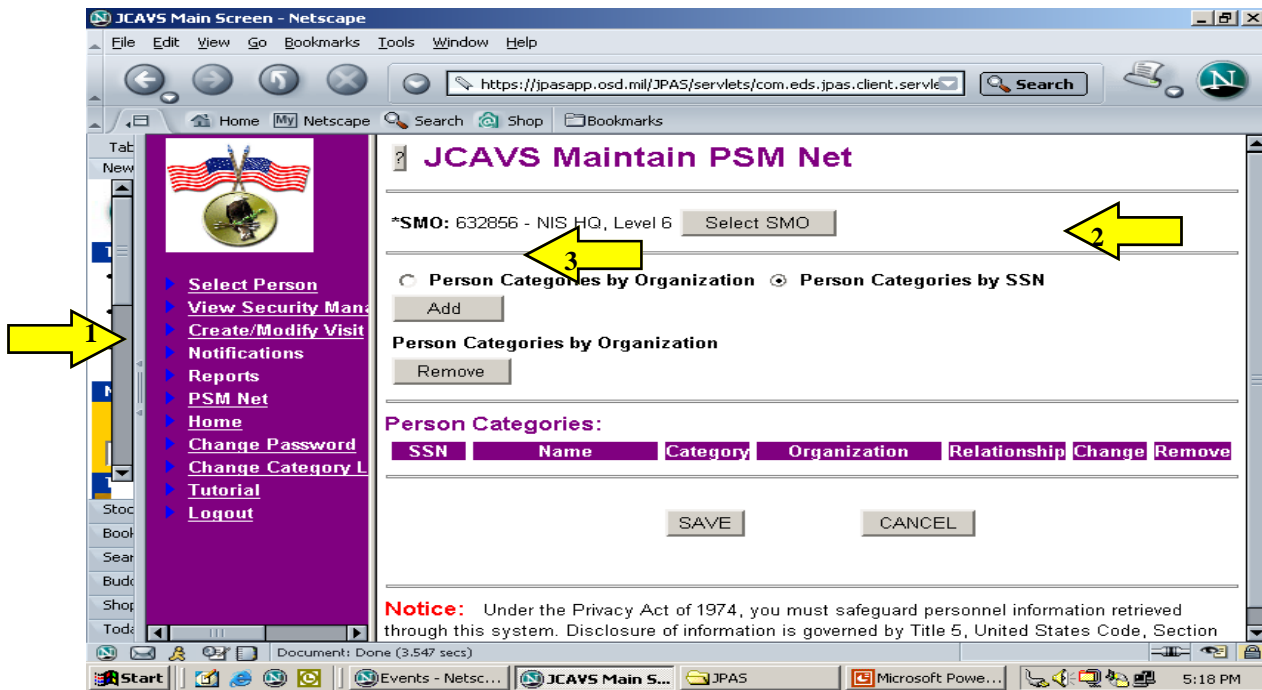


The above is a listing of organizations (UIC) that you have in your PSM Net.

1. You may remove an organization by clicking on the "remove" box.

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

ADDING AN INDIVIDUAL INTO YOUR PSM NET



1. On the Main Menu, click on "PSM Net". The JCAVS Maintain PSM Net screen appears.
2. Click on the "Person Categories by SSN" radio button.
3. Click on the "Add" button. The PSM Net Add Person Categories screen appears.

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

ADDING AN INDIVIDUAL INTO YOUR PSM NET

PSM Net Add Person Categories

SMO: BOO1 - SPECIAL OPERATIONS COMMAND, HQ, Level 2

*Relationship: ☒ Owning ☐ Servicing

*SSN:

Last Name:

Search

Search Result:

SSN	Name	Category	Organization	Add
[REDACTED]	[REDACTED]	Active Duty	0089 SECURITY FORCES SQ	<input checked="" type="checkbox"/>

SAVE CANCEL

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Select the appropriate "Owning" or "Servicing" radio button next to Relationship.
2. Enter the SSN of the person in the SSN text box.
3. Click "Search".
4. The screen refreshes and populates with data pertaining to the selected SSN.

PERSONNEL SECURITY MANAGEMENT NEWTORK (PSM NET)

ADDING AN INDIVIDUAL INTO YOUR PSM NET

PSM Net Add Person Categories

SMO: 632854 - NCIS, Level 4

*Relationship: ☒ Owning ☐ Servicing

*SSN:

Last Name:

Search

Search Result:

SSN	Name	Category	Organization	Add
		Active Duty	COMNAVSPECWARCOM	<input type="checkbox"/>
		Active Duty	VS 41	<input type="button" value="Reason"/>

SAVE CANCEL

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Click the "Add" box and click "SAVE". The Add column now displays a Reason button.
2. Click "Cancel". The JCAVS Maintain PSM Net screen reappears with the new relationship reflected in the Person Categories section of the screen.

IN-PROCESS AN INDIVIDUAL INTO YOUR SMO

Select Person

*SSN:

Last Name:

First Name:

Middle Name:

Display Person Summary: ☒

Display abbrev. Person Summary with VISIT Info: ☐

Display Add/Modify Non-DoD Person: ☐

Display SII: ☐

1. Click "Select Person".
2. Type in SSN.
3. Click "Display".

Seasonal Employee (USAF)

No

Child Care: N/A

IT: N/A

Public Trust: N/A

Child Care: N/A

Person Category Information

Category Classification: Contractor

Organization: 1W360-I, NORTHROP GRUMMAN DEFENSE MISSI, 5182 POTOMAC DRIVE, KING GEORGE, VA, 22485

Organization Status: Secret, TERMINATED, 2005 09 27

Occupation Code: N/A

SCI SMO: N/A

Non-SCI SMO: N/A

Servicing SMO: Yes

Office Symbol: N/A

Position Code: N/A

Arrival Date: N/A

Office Phone Comm: N/A

Separation Status: Facility Termination

Interim: N/A

Separation Date: 2005 09 27

Grade: N/A

PS: N/A

RNLTD: N/A

Office Phone DSN: N/A

TAFMSD: N/A

Proj. Departure Date: N/A

Proj. UIC/RUC/PASCODE: N/A

[In/Out Process](#)

Investigation Summary

NLC from OTHER, Opened: 2000 01 01 Closed 2001 01 01

Adjudication Summary

PSI Adjudication of NLC OTHER, Opened 2000 01 01, Closed 2001 01 01, determined Eligibility of Secret on 2005 12 13 Collab CAF

PSI Adjudication of NLC OTHER, Opened 2000 01 01, Closed 2001 01 01, determined Eligibility of Secret on 2005 12 13 Collab CAF

1. Click "In/Out Process"

IN-PROCESS AN INDIVIDUAL INTO YOUR SMO

View/Modify In/Out

Grade: OD05 Category: Reserve - Officer (USN)

Owning SCI SMO: N/A
Owning Non-SCI SMO: N/A

Add New Relationship

* SMO: 632852 - NCISHQ, Level 2 [Select SMO]
 * In Date: 2005 06 29
 Out Date:
 * Relationship: ☒ Owning ☐ Servicing

View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change
N618946	NAVMARRESCEN	ANACOSTIA, MD	Level 6	2003 08 19	N/A	Servicing	Reason

[Save] [Cancel]

1. Type the date, YYYY MM DD or use the calendar widget.
2. Click the radio button for "Owning" or "Servicing".
3. Click "Save".

Person Category Information

Category Classification: N/A
 Organization: 63285, 63285, 63285, DC, 20388
 Organization Status: N/A
 Occupation Code: 0132
 SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
 Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
 Servicing SMO: Yes
 Office Symbol: MTAC
 Position Code: N/A
 Arrival Date: N/A
 Office Phone Comm: 202 (433) 2942
 Separation Status: N/A
 Interim: N/A
 Separation Date: N/A
 Grade: GG14
 PS: Critical Sensitive
 RNLTD: N/A
 Office Phone DSN: 288
 TAFMSD: N/A
 Proj. Departure Date: N/A
 Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [In/Out Process](#) [Remarks](#)
[Suspense Data](#) [Investigation Request](#)

Investigation Summary [Investigation History](#)
 SBPR from OPM, Opened: Closed 2001 09 06
 SBPR from UnKnown, Opened: Closed 1995 05 11

Adjudication Summary [Adjudication History](#)
 PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
 PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF

External Interfaces
[Perform SII Search](#) [DCII](#)

1. The non-SCI SMO now appears.

All individuals within your PSM Net must have an annotation as shown above or you will not get the hyperlinks to input information nor will you be able to communicate with the DON CAF.

HOW TO RECORD THE NON DISCLOSURE AGREEMENT (SF-312)

Person Summary

SSN: [REDACTED] **Civilian Employee (SECDEF)**

Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: N/A
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 1960 07 06
Marital Status: N/A
Place of Birth: N/A
Citizenship: U.S. Citizen
NdA Signed: No
NdS Signed: No

Accesses

Category	PSP	Suitability and Trustworthiness
Civilian Employee (SECDEF)	No	IT: N/A Public Trust: N/A Child Care: N/A

Person Category Information

Category Classification: N/A
Organization: OSD Staff, OSD STAFF, . . .

1. No NdA date reflected.

HOW TO RECORD THE NON DISCLOSURE AGREEMENT (SF-312)

Person Category

SSN: [REDACTED] Date of Birth: 1975 07 13

Open Investigation: N/A Marital Status: N/A

PSQ Sent Date: N/A Place of Birth: South Korea

Attestation Date: N/A Citizenship: U.S. Citizen

Incident Report: N/A NdA Signed: [REDACTED]

SF 713 Fin Consent Date: N/A NdS Signed: N/A

SF 714 Fin Disclosure Date: N/A

Polygraph: N/A

Foreign Relation: ☐ N/A

[PSQ Sent](#) [Request to Research/Upgrade Eligibility](#)

[Non-SCI Access History](#) [NdA History](#)

Category	PSP	Suitability and Trustworthiness	Available Actions
Civilian Employee (USN)	No	IT: N/A Public Trust: N/A Child Care: N/A	Indoctrinate Non-SCI

Person Category Information

Category Classification: N/A

Organization: 63285, 63285, 63285, 63285, DC, 20388

Organization Status: N/A

Occupation Code: 1801

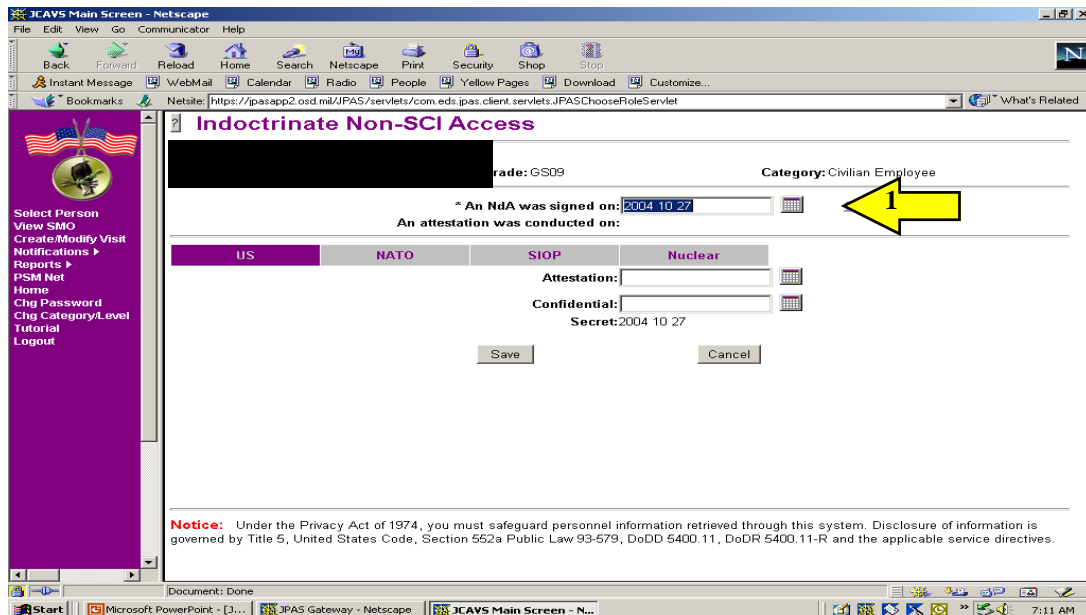
Separation Date: N/A

The "Indoctrinate" link allows the user to record information on an individual Personal Summary for Non-SCI Access. If a Classified Information Non-Disclosure Agreement, NdA (SF-189, SF-189A or SF-312) date has not been assigned, another screen appears requiring the user to type the NdA date before proceeding to the "Indoctrinate Non-SCI" screen.

Click "Select Person". The "Select Person" screen appears. On the "Select Person" screen, type the SSN of the individual to indoctrinate and verify that the appropriate radio button is selected. Click "DISPLAY". The "Person Summary" screen is displayed.

1. Click Indoctrinate on the "Person Summary" screen under the Non-SCI Access section. The "Indoctrinate Non-SCI Access" screen appears.

HOW TO RECORD THE NON DISCLOSURE AGREEMENT (SF-312)



JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite https://jpas.app2.osd.mil/JPAS/servlets/com.edi.jpas.client.servlets.JPASChooseRoleServlet

Indoctrinate Non-SCI Access

Grade: GS09 Category: Civilian Employee

* An NdA was signed on: 2004 10 27

An attestation was conducted on:

US NATO SIOP Nuclear

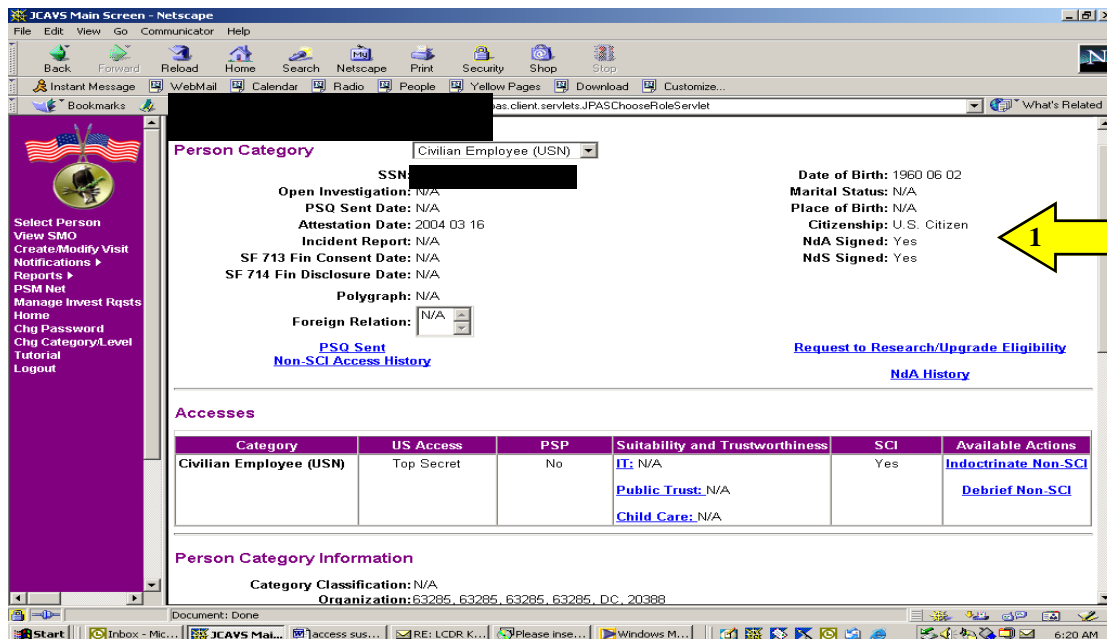
Attestation: Secret: 2004 10 27

Confidential:

Save Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. If the "Indoctrinate Non-SCI Access" screen shows that an NdA is required, type the date, (YYYY,MM,DD) it was signed.



JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite https://jpas.app2.osd.mil/JPAS/servlets/com.edi.jpas.client.servlets.JPASChooseRoleServlet

Person Category Civilian Employee (USN)

SSN: [REDACTED]

Open Investigation: N/A

PSQ Sent Date: N/A

Attestation Date: 2004 03 16

Incident Report: N/A

SF 713 Fin Consent Date: N/A

SF 714 Fin Disclosure Date: N/A

Polygraph: N/A

Foreign Relation: N/A

PSQ Sent Non-SCI Access History

Date of Birth: 1960 06 02

Marital Status: N/A

Place of Birth: N/A

Citizenship: U.S. Citizen

NdA Signed: Yes

NdS Signed: Yes

Request to Research/Upgrade Eligibility

NdA History

Accesses

Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Yes	Indoctrinate Non-SCI Debrief Non-SCI

Person Category Information

Category Classification: N/A

Organization: 63285, 63285, 63285, DC, 20388

1. NdA date is entered into the system.

GRANTING COMMAND ACCESS

Person Category

SSN: [REDACTED]

Date of Birth: 1960 06 02

Open Investigation: N/A

Marital Status: N/A

PSQ Sent Date: N/A

Place of Birth: N/A

Attestation Date: 2004 03 16

Citizenship: U.S. Citizen

Incident Report: N/A

NdA Signed: Yes

SF 713 Fin Consent Date: N/A

NdS Signed: Yes

SF 714 Fin Disclosure Date: N/A

Polygraph: N/A

Foreign Relation:

[PSQ Sent](#) [Request to Research/Upgrade Eligibility](#)

[Non-SCI Access History](#) [NdA History](#)

Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Yes	Indoctrinate Non-SCI Debrief Non-SCI

Person Category Information

Category Classification: N/A

Organization: 63285, 63285, 63285, 63285, DC, 20388

The "Indoctrinate" link allows the user to record information on an individual Personal Summary for Non-SCI Access. If a Classified Information Non-Disclosure Agreement, NdA (SF-189, SF-189A or SF-312) date has not been assigned, another screen appears requiring the user to type the NdA date before proceeding to the "Indoctrinate Non-SCI" screen.

Click "Select Person". The "Select Person" screen appears. On the "Select Person" screen, type the SSN of the individual to indoctrinate and verify that the appropriate radio button is selected. Click "DISPLAY". The "Person Summary" screen is displayed.

1. Click "Indoctrinate Non-SCI" on the "Person Summary" screen under the Non-SCI Access section. The "Indoctrinate Non-SCI Access" screen appears.

GRANTING COMMAND ACCESS

The screenshot shows a Netscape browser window with the address bar displaying `https://jpasapp.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet`. The page title is "Indoctrinate Non-SCI Access". The form contains the following elements:

- A sidebar on the left with links: Select Person, View Security, Create/Modify, Notifications, Reports, PSM Net, Home, Change Password, Change Category, Tutorial, and Logout.
- A header section with a US flag icon and a "Grade: GS12" label.
- A "Category: Civilian Employee" label.
- A section titled "An Nda was signed on: 2003 08 13" and "An attestation was conducted on:".
- A table with four columns: US, NATO, SIOP, and Nuclear.
- Form fields for "Attestation:", "Confidential:", "Secret:", and "Top Secret:", each with a date input field.
- Buttons for "SAVE" and "CANCEL" at the bottom.

Three yellow arrows are overlaid on the form:

- Arrow 1 points to the "Attestation:" date input field.
- Arrow 2 points to the "Top Secret:" date input field.
- Arrow 3 points to the "SAVE" button.

1. To enter the attestation date, type YYYY,MM,DD.
2. To enter the non-SCI command access (e.g. Top Secret, Secret or Confidential), as appropriate, type YYYY,MM,DD.
3. Click "SAVE".

The next page will show you where the attestation and the Command access are recorded.

GRANTING NATO ACCESS

JCAVS Main Screen - Netscape

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Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: <https://jpasapp.osd.mil/JPAS/servlets/com.edcs.jpas.client.servlets.JPASChooseRoleServlet> What's Related

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Indoctrinate Non-SCI Access

NAME [REDACTED]

SSN: [REDACTED] Grade: GS12 Category: Civilian Employee

An NdA was signed on: 2003 08 13
An attestation was conducted on:

US	NATO	SIOP	Nuclear
	1		
	Confidential:		
	Secret:		
	Cosmic Top Secret:		
	NATO Confidential Atomal:		
	NATO Secret Atomal:		
	Cosmic Top Secret Atomal:		

2

3

SAVE CANCEL

(Enter date in specific level when granting access)

The level of access will show up on the Person summary Screen)

1. Click on the gray "NATO" box.
2. Enter the date, YYYY,MM,DD and specific level you are granting to NATO.
3. Click "Save".

GRANTING SIOP ACCESS

JPAS SECURITY MANAGEMENT HANDBOOK.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

@ Heading 3 Arial 12 B I U

C:\JPAS SECURITY MANAGEMENT HANDBOOK.doc

JPAVS Main Screen - Netscape

Indoctrinate Non-SCI Access

SSN: [REDACTED] Grade: [REDACTED] Category: Reserve

An NDA was issued on: 2003 06 25

An attestation was conducted on:

US NATO SIOP Nuclear

SIOP 1: [Date] [Certification] SIOP 6: [Date] [Certification]

SIOP 2: [Date] [Certification] SIOP 7: [Date] [Certification]

SIOP 3: [Date] [Certification] SIOP 8: [Date] [Certification]

SIOP 4: [Date] [Certification] SIOP 9: [Date] [Certification]

SIOP 5: [Date] [Certification] SIOP 10: [Date] [Certification]

SAVE CANCEL

(Insert date for level assigned and choose Certificate from drop down – SIOP level will appear on Person Summary Screen)

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is prohibited.

Page 32 Sec 6 44/122 At Ln Col REC TRK EXT OVR

Start JPAVS Gate... JCAVS Mai... Microsoft P... JPAS SEC... 2:24 PM

1. Click on the gray "SIOP" box for SIOP.
2. Enter the date, YYYY,MM,DD and specific levels you are granting access to.
3. Click "Save".

GRANTING NUCLEAR ACCESS

JCAVS Main Screen - Netscape

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Bookmarks Netsite: <https://ipasapp.osd.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet> What's Related

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Indoctrinate Non-SCI Access

Grade: GS12 Category: Civilian Employee

An Nda was signed on: 2003 08 13
An attestation was conducted on:

US	NATO	SIOP	Nuclear
			PRP Controlled: 2003 08 14
			PRP Critical:
			Restricted Data:
			CNWDI:
			SIGMA 16:

SAVE CANCEL

Document: Done

Start JPAS G... JPAS C... JCAVS... JPAS Pr... Microso... WebFor... 3:28 PM

1. Click on the gray "Nuclear" box.
2. Enter the date, YYYY,MM,DD and specific level, Controlled or Critical you are granting access to.
3. Type a date, YYYY,MM,DD in "Restricted Data".
4. Click "Save".

GRANTING COMMAND ACCESS

JCAVS Main Screen - Netscape

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Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: https://pasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

Open Investigation: N/A
 PSQ Sent Date: N/A
 Attestation Date: 2004 03 16
 Incident Report: N/A
 SF 713 Fin Consent Date: N/A
 SF 714 Fin Disclosure Date: N/A
 Polygraph: N/A
 Foreign Relation: N/A

Marital Status: N/A
 Place of Birth: N/A
 Citizenship: U.S. Citizen
 NdA Signed: Yes
 NdS Signed: Yes

PSQ Sent
 Non-SCI Access
 Unofficial Foreign Travel
 NdS History

SCI Access History

Request to Research/Upgrade Eligibility
 NdA History

1 2

Accesses

Category	US Access	NATO Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	NATO C	No	IT: N/A	SI	Indoctrinate Non-SCI
				Public Trust: N/A	TK	Debrief Non-SCI
				Child Care: N/A	G	Indoctrinate SCI
					HCS	Debrief SCI
					Access Number: N/A	Request SPA

Person Category Information

This record reflects (1) Top Secret U.S. access and (2) NATO Confidential.

HOW TO DETERMINE THE STATUS OF AN OPM INVESTIGATION

This procedure allows JCAVS users to determine whether an OPM investigation is opened/scheduled or closed. This procedure links the JCAVS user to OPM's Security and Investigations Index (SII). This link fulfills the e-Government's e-Clearance requirement to link all federal security clearance and investigation data systems to form a single e-Government security clearance and investigation data source.

The screenshot shows the 'Select Person' screen in a Netscape browser. The sidebar on the left has a menu with 'Select Person' highlighted. The main content area has the following fields and options:

- *SSN: [Redacted]
- *Last Name: [Redacted]
- *Date of Birth: 1960 07 06
- Display Person Summary: ☐
- Display abbrev. Person Summary with VISIT Info: ☐
- Display Add/Modify Non-DoD Person: ☐
- Display SII: ☒
- Display button
- Clear button

Three yellow arrows indicate the steps: Arrow 1 points to the 'Display SII' radio button, Arrow 2 points to the SSN field, and Arrow 3 points to the 'Display' button.

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

From the Main Menu screen's sidebar, click on Select Person. The "Select Person" screen will appear.

1. Select the "Display SII" radio button.
2. Type in the SSN, Last Name and date of birth, YYYY,MM,DD.
3. Click "Display".

HOW TO DETERMINE THE STATUS OF AN OPM INVESTIGATION

JCAVS Main Screen - Microsoft Internet Explorer

Address: <https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>

Person Category Information

Category Classification: N/A
 Organization: 63285, 63285, 63285, 63285, DC, 20388
 Organization Status: N/A
 Occupation Code: 0132
 SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
 Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
 Separation Date: N/A
 Separation Status: N/A
 Interim: N/A
 Office Symbol: MTAC
 Position Code: N/A
 Arrival Date: N/A
 Office Phone Comm: 202 (433) 2942
 Grade: GG14
 PS: Critical Sensitive
 RNLT: N/A
 Office Phone DSN: 288
 TAFMSD: N/A
 Proj. Departure Date: N/A
 Proj. UIC/RUC/PASCODE: N/A

Investigation Summary

SBPR from OPM, Opened: Closed 2001 09 06
 SBPR from Unknown, Opened: Closed 1995 05 11

Adjudication Summary

PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
 PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF

External Interfaces

[Perform SII Search](#) [DCII](#)

1. If the individual is in your Personnel Security Management Network (PSM Net), the OPM investigative data will also be automatically displayed for you on the individual's "Person Summary" screen.

e-Clearance - Netscape

Address: <https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JCAVSMAPersonSummaryServlet?initialProcess=false&link=JCAVSeClearanceSII>

Requested Person Information

Last Name: [REDACTED] SSN: [REDACTED] Date of Birth: 1971 06 16

SII Person Information

Name: [REDACTED] SSN: N/A Date of Birth: N/A
 State of Birth: N/A Country of Birth: N/A

SII AKA Names

SII Investigation Summary

SII Clearance Summary

SII Messages

NO RECORD ON SII

[CLOSE](#)

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

2. The "e-Clearance" screen will appear. You may now view the status of the investigation by scrolling down to the "SII Investigation Summary" box.

REQUEST SECURITY CLEARANCE ELIGIBILITY DETERMINATION FROM THE DON CAF

JCAVS Main Screen - Netscape

File Edit View Go C

Back Forward Reload Home Search Netscape

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Bookmarks Netsite: <https://jpasapp.dsiss.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet> What's Related

ANDERSON, JEFFREY S
Person Category Civilian Employee (USN)

SSN: 439-08-9633

Open Investigation: N/A
 PSQ Sent Date: N/A
 Attestation Date: 2004 03 16
 Incident Report: N/A
 SF 713 Fin Consent Date: N/A
 SF 714 Fin Disclosure Date: N/A
 Polygraph: N/A
 Foreign Relation: N/A

PSQ Sent
[Non-SCI Access History](#)

Date of Birth: 1960 06 02
 Marital Status: N/A
 Place of Birth: N/A
 Citizenship: U.S. Citizen
 NdA Signed: Yes
 NdS Signed: Yes

[Request to Research/Upgrade Eligibility](#)
[NdA History](#)

Accesses

Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Yes	Indoctrinate Non-SCI Debrief Non-SCI

Person Category Information

Category Classification: N/A
 Organization: 63285, 63285, 63285, 63285, DC, 20388

Document: Done

Start | Inbox - Mic... | JCAVS Mal... | access sus... | RE: LCDR K... | Please inse... | Windows M... | 6:20 AM

Click "Select Person" on the Main Menu. The "Select Person" screen appears. Type the SSN of the person whose record you wish to view and verify that the appropriate radio button is selected. Click "DISPLAY". The "Person Summary" screen is displayed.

1. Click on the "Request to Research/Upgrade Eligibility" (RRU) link.

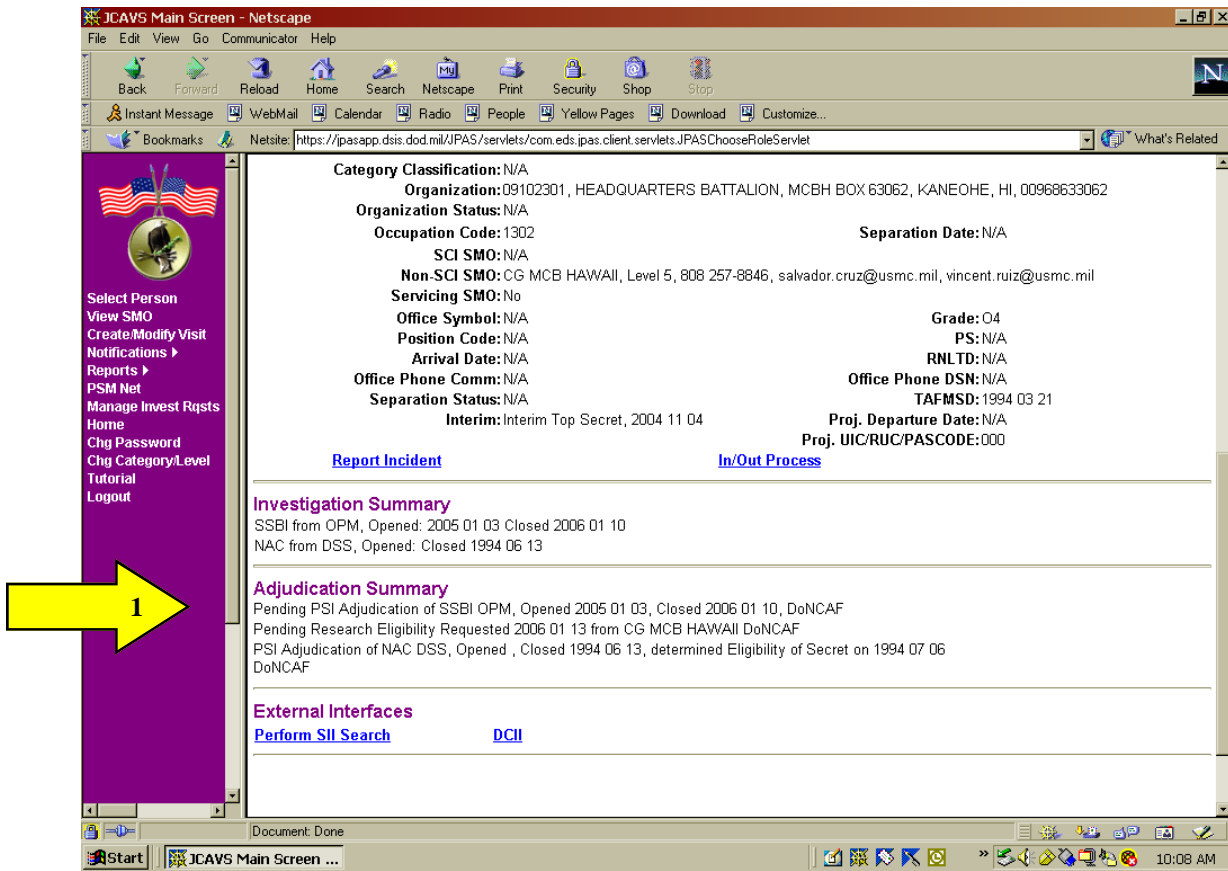
REQUEST SECURITY CLEARANCE ELIGIBILITY DETERMINATION FROM THE DON CAF

The screenshot shows the JCAVS Main Screen in Netscape. The browser window title is "JCAVS Main Screen - Netscape". The address bar shows the URL: <https://jpasapp.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>. The page content includes a sidebar with navigation links: Select Person, View Security, Create/Modify, Notifications, Reports, PSM Net, Home, Change Password, Change Category, Tutorial, and Logout. The main form area contains the following sections:

- SSN:** [Redacted]
- *UNCLASSIFIED Justification: (Please include the Requestor's DSN/Commercial phone numbers)**
Text box containing: "DCII reflects SSBI PR of 12/12/2000 which was not adjudicated by DON CAF - please adjudicate". A yellow arrow labeled "1" points to this text box.
- *Please select one of the following Adjudication Types**
☒ Check to research this person's eligibility
☐ Check to recertify this person's current eligibility
☐ Check to upgrade this person's eligibility based on current investigation. A yellow arrow labeled "2" points to the radio buttons.
- *Select the CAF to receive the request**
Pull-down menu showing "N - DoNCAF". A yellow arrow labeled "3" points to this menu.
- SAVE** and **CANCEL** buttons. A yellow arrow labeled "4" points to the SAVE button.

1. You must type what you require in the "Unclassified Justification" text box. Ensure you type your name, DSN and commercial phone numbers and e-mail address.
2. Select the appropriate button to research, recertify, or upgrade the selected person's eligibility.
3. In the "Select the CAF to receive the request" pull down box, select "DON CAF". You will not be able to make another request on this individual's record until the DON CAF responds to the first request. Ensure you do not send to the incorrect CAF.
4. Click "Save".

JCAVS RECORD OF REQUEST FOR ELIGIBILITY



The screenshot shows the JCAVS Main Screen in a Netscape browser window. The browser's address bar displays the URL: <https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>. The left sidebar contains a menu with the following items: Select Person, View SMO, Create/Modify Visit, Notifications, Reports, PSM Net, Manage Invest Rqsts, Home, Chg Password, Chg Category/Level, Tutorial, and Logout. A yellow arrow labeled '1' points to this sidebar. The main content area displays the following information:

Category Classification: N/A
Organization: 09102301, HEADQUARTERS BATTALION, MCBH BOX 63062, KANE OHE, HI, 00968633062
Organization Status: N/A
Occupation Code: 1302
SCI SMO: N/A
Non-SCI SMO: CG MCB HAWAII, Level 5, 808 257-8846, salvador.cruz@usmc.mil, vincent.ruiz@usmc.mil
Servicing SMO: No
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: Interim Top Secret, 2004 11 04
Separation Date: N/A
Grade: O4
PS: N/A
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: 1994 03 21
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: 000

[Report Incident](#) [In/Out Process](#)

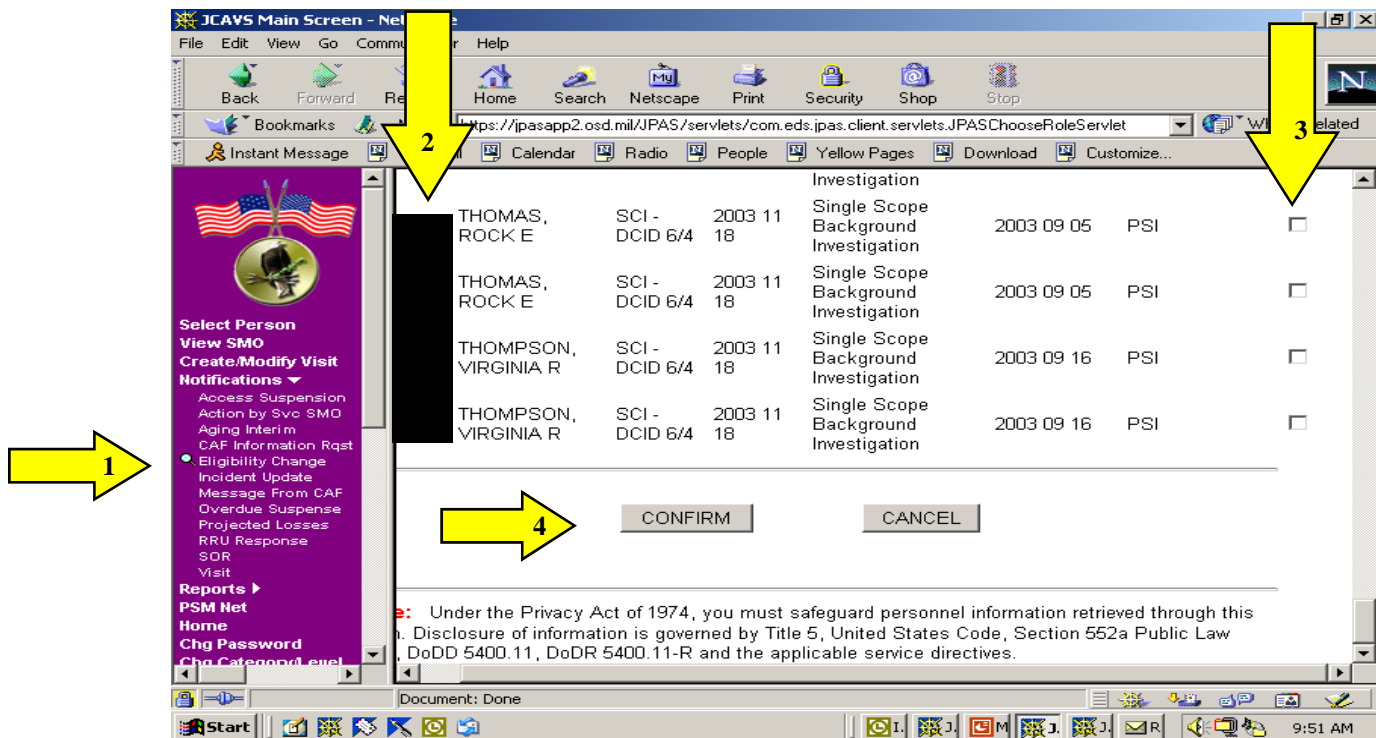
Investigation Summary
SSBI from OPM, Opened: 2005 01 03 Closed 2006 01 10
NAC from DSS, Opened: Closed 1994 06 13

Adjudication Summary
Pending PSI Adjudication of SSBI OPM, Opened 2005 01 03, Closed 2006 01 10, DoNCAF
Pending Research Eligibility Requested 2006 01 13 from CG MCB HAWAII DoNCAF
PSI Adjudication of NAC DSS, Opened, Closed 1994 06 13, determined Eligibility of Secret on 1994 07 06 DoNCAF

External Interfaces
[Perform SII Search](#) [DCII](#)

1. This is the JCAVS record reflecting that MCB Hawaii submitted a request for eligibility to the DON CAF.

DON CAF RESPONSE TO A REQUEST FOR ELIGIBILITY



On the Main Menu, click on "Notifications".

1. Click on "Eligibility Change". On the eligibility change record you will note up-to-date eligibility on personnel within your SMO.
2. Click on the SSN number which will link you to the person summary.
3. Click "Remove" to delete the notification of an individual.
4. Click "Confirm".

SUBMISSION OF A PERSONNEL SECURITY INVESTIGATION

SSN: 250-21-0925

Open Investigation: N/A
 PSQ Sent Date: 2002 03 25
 Attestation Date: N/A
 Incident Report: N/A
 SF 713 Fin Consent Date: N/A
 SF 714 Fin Disclosure Date: N/A
 Polygraph: N/A
 Foreign Relation: N/A

Date of Birth: 1967 12 14
 Marital Status: N/A
 Place of Birth: N/A
 Citizenship: U.S. Citizen
 NdA Signed: No
 NdS Signed: No

PSQ Sent
[Non-SCI Access History](#)
[Request to Research/Upgrade Eligibility](#)

Category	PSP	Suitability and Trustworthiness	Available Actions
Civilian Employee (USN)	No	IT: N/A Public Trust: N/A Child Care: N/A	Grant Interim

Person Category Information

Category Classification: N/A
 Organization: 63285, 63285, 63285, DC, 20388
 Organization Status: N/A
 Occupation Code: 1811
 Separation Date: N/A
 SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewey@ncis.navy.mil and/or pbeattie@ncis.navy.mil

1. The "EPSQ Sent" link is where you record submission of an investigation. This is very important in that once you submit the investigation and record it here, you will then receive the necessary links to grant interim access and command access.

PSQ/SF 86 Sent

Date PSQ/SF 86 Sent: [Redacted]
 For Investigation Type: **ANACI**
 PSQ/SF 86 Review Date: [Redacted]
 To Investigating Agency: [Redacted]
 Agency Check Date: [Redacted]

Notice: Under the Privacy Act of 1974, as amended, you have the right to request access to, and correction of, your personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, 552, and Executive Order 12958, as amended, and DoD 5400.11-R and the applicable service directives.

This drop-down window and the one on the next page will be the choices you will have to annotate the type of Investigation you submit to OPM.

SUBMISSION OF A PERSONNEL SECURITY INVESTIGATION

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet> What's Related

PSQ/SF 86 Sent

Date PSQ/SF 86 Sent:

To Investigating Agency:

For Investigation Type:

PSQ/SF 86 Review Date:

Local Agency Check Date:

Notice: Under the Privacy Act of 1974, you have the right to request access to, and correction of, your personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, 552a, and the applicable service directives.

For Investigation Type:

- C - NACW
- Z - NACZ
- 48 - NAFI
- XX - NLC
- N - NNAC
- H - NPSB
- 46 - NSI
- U - OTHR
- 11 - PRI
- PR - PRSC
- 43 - RSI
- 92 - SAC
- S - SBBI
- 5 - SBI
- M - SBIP
- V - SBIR
- J - SBPR
- O - SII
- 0 - SSBI
- A - XNAC

Yellow Arrows:

- NACLRC
- NO!
- SSBI-PR
- SSBI

Highlight the type of personnel security investigation you are submitting to OPM.

As a reminder, use only the ANCI = ANACI (for civilians), NLC = NACLRC (military members and all Secret Periodic Reinvestigations; SSBI = SSBI; and the SBPR = SSBI-PR.

SUBMISSION OF A PERSONNEL SECURITY INVESTIGATION

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help




Back Forward Reload Home Search Netscape Print Security Shop Stop



Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...




Bookmarks Netsite: <https://ipasapp.dsis.dod.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet> What's Related

PSQ/SF 86 Sent

[Redacted]

Date PSQ/SF 86 Sent: 2005 07 05   Investigating Agency: 2 - OPM 

 For Investigation Type: XX - NLC 

PSQ/SF 86 Review Date: 2005 07 05  Local Agency Check Date: 2005 07 05  

Save Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start My Documents 19. submission... Inbox - Microso... JCAVS Main S... 2:43 PM

1. Type in date EPSQ/SF-86 mailed, yyyy,mm,dd.
2. Then pull down window permits you to choose, OPM/DSS or Other.
3. Select the type of investigation you are submitting. See the previous pages to choose the correct investigation from the pull down window.
- 4 Type the date, yyyy,mm,dd the EPSQ/SF86 was reviewed and there was no derogatory information present.
5. Type the date, yyyy,mm,dd that the favorable local agency check was accomplished.
6. Click "Save".

SUBMISSION OF A PERSONNEL SECURITY INVESTIGATION

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: <https://ipasapp.ds.is.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet> What's Related

PSQ Sent Date: 2005 03 04 (indicated by a yellow arrow with the number 1)

Attestation Date: N/A
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation:

Place of Birth: N/A
Citizenship: U.S. Citizen
NdA Signed: No
NdS Signed: No

[Request to Research/Upgrade Eligibility](#)

Accesses

Category	PSP	Suitability and Trustworthiness	Available Actions
Civilian Employee (USN)	No	IT: N/A Public Trust: N/A Child Care: N/A	Indoctrinate Non-SCI Grant Interim

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 1811
SCI SMO: N/A
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
Servicing SMO: No
Office Symbol: N/A
Separation Date: N/A
Grade: GS09

Select Person
View SMO
Create/Modify Visit
Notifications
• Access Suspension
• Action by Svc SMO
• Aging Interim
• CAF Information Rqst
• Eligibility Change
• Incident Update
• Invest Rqst Status
• Message From CAF
• Overdue Suspense
• Projected Losses
• Reactivate Rqst Stat
• RRU Response
• SOR
• Visit
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Document: Done

Start Microsoft Powe... Inbox - Microso... access suspen... JCAVS Main S...

10:59 AM

1. The Date EPSQ Sent has been entered into the JCAVS Summary.

DOCUMENT INTERIM CLEARANCE DETERMINATIONS

The "Grant Interim" link is displayed in the Non-SCI section of the "Person Summary" screen if a person has an open investigation or an EPSQ sent date for any investigation type.

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.edis.ipas.client.servlets.JPASChooseRoleServlet

What's Related

SSN: 250-21-0925

Open Investigation: N/A

PSQ Sent Date: 2002 03 25

Attestation Date: N/A

Incident Report: N/A

SF 713 Fin Consent Date: N/A

SF 714 Fin Disclosure Date: N/A

Polygraph: N/A

Foreign Relation: N/A

Date of Birth: 1967 12 14

Marital Status: N/A

Place of Birth: N/A

Citizenship: U.S. Citizen

NdA Signed: No

NdS Signed: No

PSQ Sent

Non-SCI Access History

Request to Research/Upgrade Eligibility

Accesses

Category	PSP	Suitability and Trustworthiness	Available Actions
Civilian Employee (USN)	No	IT: N/A Public Trust: N/A Child Care: N/A	Grant Interim

Person Category Information

Category Classification: N/A

Organization: 63285, 63285, 63285, DC, 20388

Organization Status: N/A

Occupation Code: 1811

Separation Date: N/A

SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil

Non-SCI SMO: NCIS, Level 4, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil

Document: Done

Start Microsoft Powe... Inbox - Microso... access suspen... JCAVS Main S...

10:39 AM

Type the SSN of the person being granted interim access on the "Select Person" screen and verify that the appropriate radio button is selected. Click "DISPLAY". The "Person Summary" screen is displayed.

1. Click the Grant Interim link on the "Person Summary" screen. The "Grant Interim Non-SCI" screen is displayed.

DOCUMENT INTERIM CLEARANCE DETERMINATIONS

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

What's Related

Grant Interim

Grade: GS09 Category: Civilian Employee (USN)

*Date Commander or Agency Chief signed Waiver Letter: 2005 06 08

*Date Interim Granted: 2005 06 08

*Date of Local File Check: 2005 06 08

Date PSQ Sent to DSS/OPM: 2005 05 24

*Investigation Type Request: 0 - SSBI

☐ Grant Interim Confidential ☒ Grant Interim Secret

☐ Remove Interim

Save Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a, Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start JCAVS Main Screen ... JPAS Manual 2006 10:32 AM

1. Type the appropriate date, yyyy,mm,dd, in the "Date of Local File Check" text box.
2. From the "Investigation Type Request" drop-down list, select the appropriate type.
3. Type the date, yyyy,mm,dd, in the "Date Commander or Agency Chief Signed Waiver Letter" text box. This is the date that the OPNAV 5520/413 would be signed by the Security Manager or his/her designee.
4. Click the "Grant Interim Secret" button and click "SAVE".

The date that appears in the "Date Commander or Agency Chief signed Waiver Letter" is the date you would have granted an interim on the former OPNAV 5510/413.

DOCUMENT INTERIM CLEARANCE DETERMINATIONS

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: https://jpasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet

What's Related

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 1811
Separation Date: N/A
SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
Servicing SMO: No
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: Interim Secret, 2005 03 30
Grade: GS09
PS: Critical Sensitive
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [In/Out Process](#) [Remarks](#)

[Suspense Data](#) [Investigation Request](#)

Investigation Summary

Adjudication Summary

External Interfaces

[Perform SII Search](#) [DCII](#)

Select Person
View SMO
Create/Modify Visit
Notifications
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout

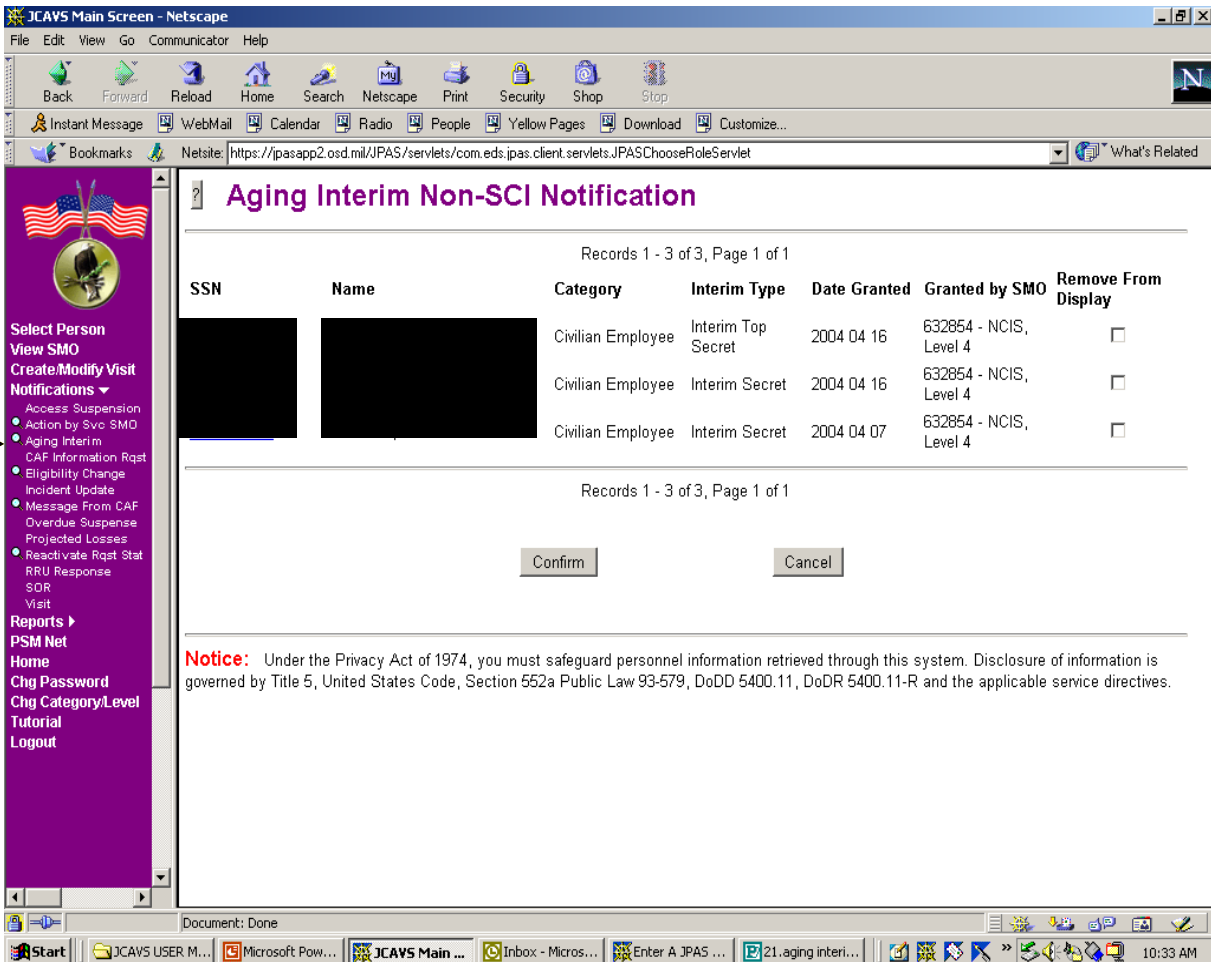
Document: Done

Start Microsoft Powe... Inbox - Microso... access suspen... JCAVS Main S...

11:06 AM

1. The "Person Summary" screen is updated with interim access granted.

AGING INTERIM NOTIFICATION



Aging Interim Non-SCI Notification

Records 1 - 3 of 3, Page 1 of 1

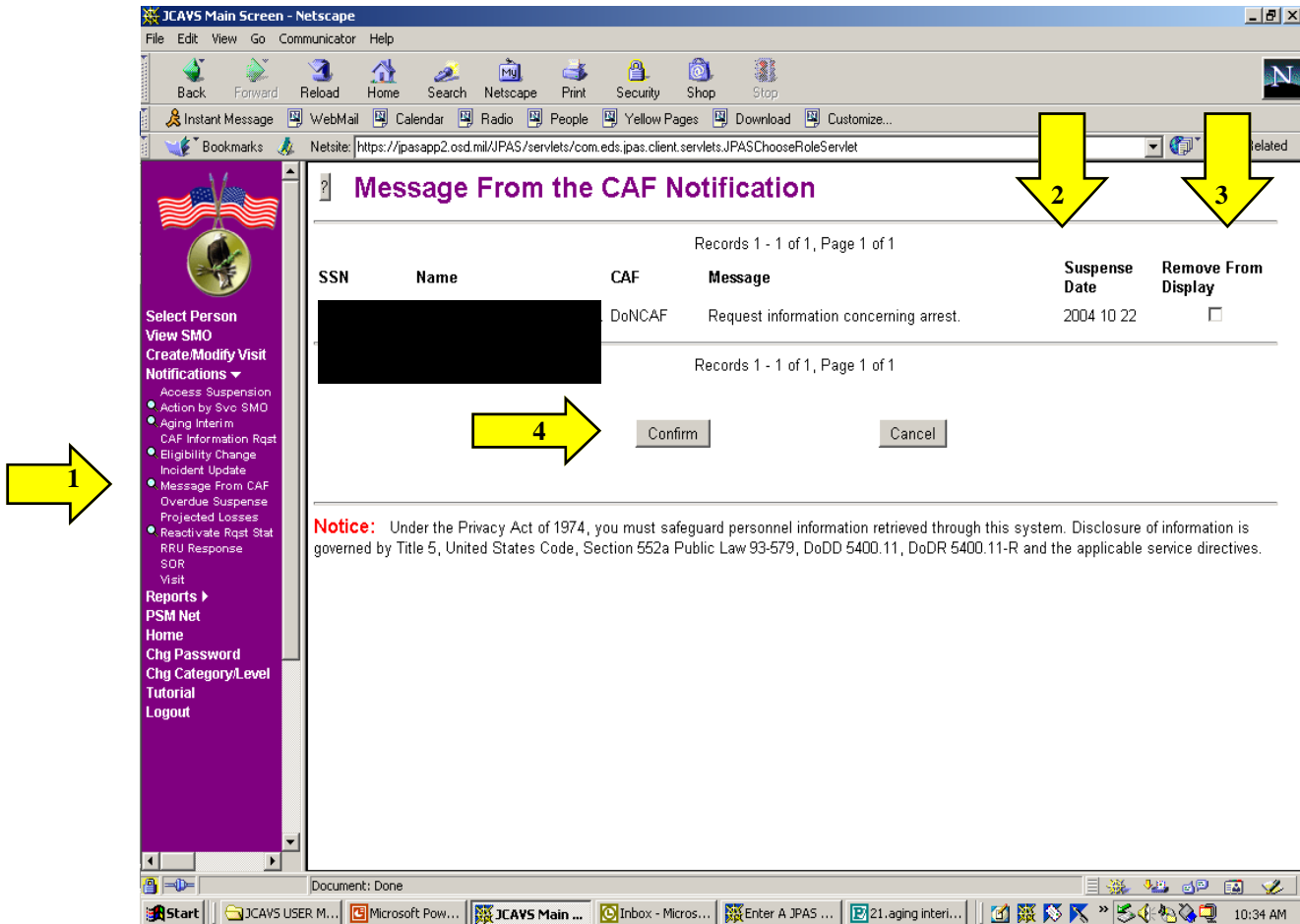
SSN	Name	Category	Interim Type	Date Granted	Granted by SMO	Remove From Display
		Civilian Employee	Interim Top Secret	2004 04 16	632854 - NCIS, Level 4	<input type="checkbox"/>
		Civilian Employee	Interim Secret	2004 04 16	632854 - NCIS, Level 4	<input type="checkbox"/>
		Civilian Employee	Interim Secret	2004 04 07	632854 - NCIS, Level 4	<input type="checkbox"/>

Records 1 - 3 of 3, Page 1 of 1

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Notification first occurs when a person's interim clearance is 6 months old and every 6 months thereafter until basis for interim changes, i.e., DON CAF grants final clearance eligibility. These notifications are sent to the owning and servicing SMO's.

MESSAGE FROM THE DON CAF



1. Click "Message from CAF" Notification and you will receive the above.
2. The information needed by DON CAF will be written here.
3. Once you have reviewed and submitted the request to DON CAF, click "Remove From Display".
4. Click "Confirm".

NOTE: You cannot respond back to the DON CAF's message via JCAVS.

HISTORY LINKS

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

What's Related

Select Person
View SMO
Create/Modify Visit
Notifications

- Access Suspension
- Action by Svc SMO
- Aging Interim
- CAF Information Rqst
- Eligibility Change
- Incident Update
- Invest Rqst Status
- Message From CAF
- Overdue Suspense
- Projected Losses
- Reactivate Rqst Stat
- RRU Response
- SCR
- Visit

Reports

- PSM Net
- Manage Invest Rqsts
- Home
- Chg Password
- Chg Category/Level
- Tutorial
- Logout

Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: 2004 03 16
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Marital Status: N/A
Place of Birth: N/A
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: Yes

PSQ Sent
Non-SCI Access History

[Request to Research/Upgrade Eligibility](#)
[NdA History](#)

Accesses

Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Civilian Employee (USN)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Yes	Indoctrinate Non-SCI Debrief Non-SCI

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 0132
Separation Date: N/A
SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil

Document: Done

Start Microsoft Power... Inbox - Microso... access suspen... JCAVS Main S...

11:19 AM

1. Click on "Non-SCI Access History" and you will receive information on all access the individual has.

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

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Bookmarks Netsite: https://204.230.206.200/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet

What's Related

Select Person
View Security...
Create/Modify...
Notifications

- Access Suspe
- Aging Interim
- CAF Request
- CAF Respons
- Eligibility Cha
- Incident Rep
- Indoctrinatio
- Interim SCI S
- Message Fro
- Projected Lo
- Response to
- Overdue Sus
- Pending Spe
- Security Acti
- Special Purp
- Statement of
- Visit

Reports

- Access Number
- PSM Net

Non-SCI Access History

Active Duty	Debrief Date	Access Description	Debriefing Reason	Debriefing Organization
	2002 05 02	Top Secret	Access Suspended	US STRATEGIC CMD JQ

[CANCEL](#)

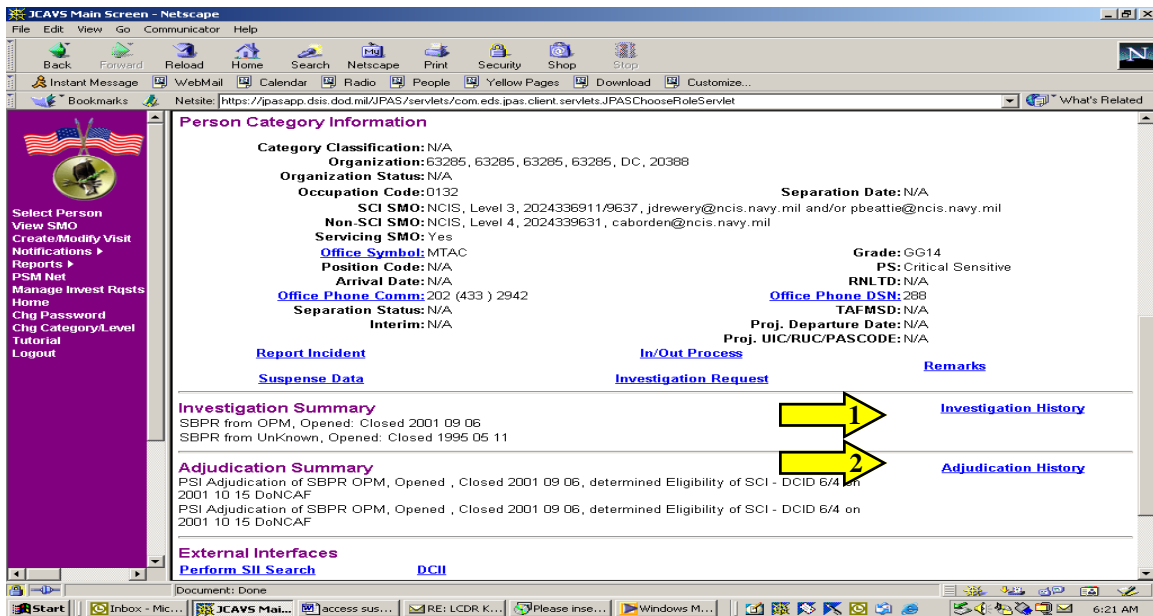
Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

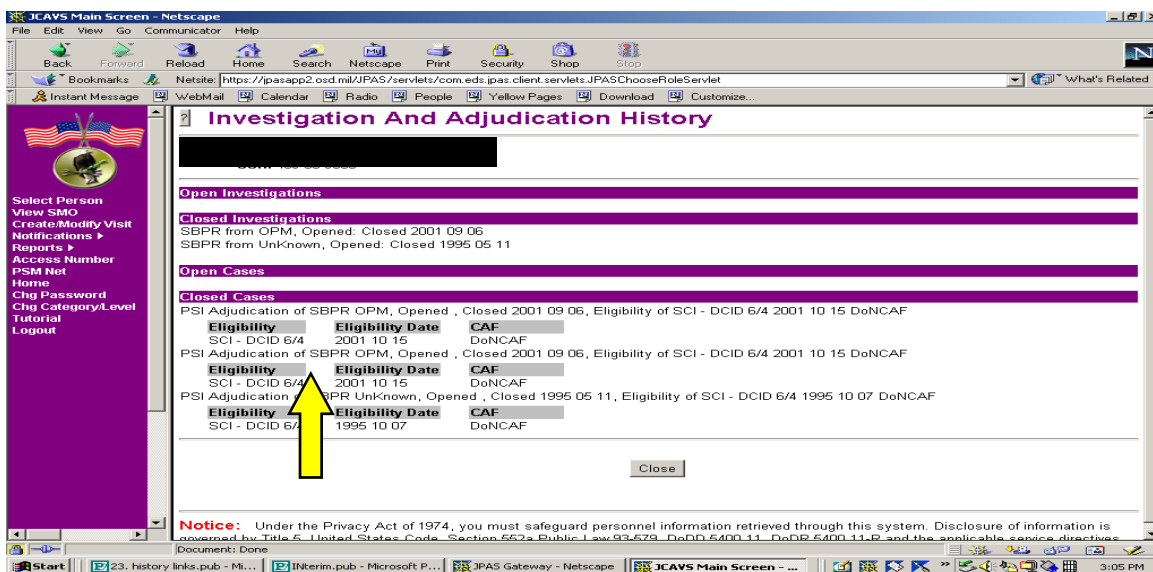
Start Microsoft Power... Inbox - Microso... access suspen... JCAVS Main S...

11:19 AM

HISTORY LINKS



As the JPAS matures, "Investigation History" (1) and "Adjudication History" (2) will appear via these links. When you click either link, you will get the below figure.



HISTORY LINKS

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: https://ipasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet What's Related

NDA Date History

NDA Date	SMO	Changed Date
1993 11 15	632853 - NCIS, Level 3	2004 10 23

Close

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

Document: Done

Start JPAS Gateway - N... JCAVS Main Scr... Untitled Data CD P... 22. don cal msg T... 23. history links.p... 2:03 PM

HOW TO SUBMIT CONTINUOUS EVALUATION INFORMATION TO THE DON CAF

This procedure allows a user to report an initial incident or update previously reported information of an incident on an individual within JCAVS.

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet> What's Related

Public Trust: N/A **Debrief Non-SCI**

Child Care: N/A

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 0132
SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
Servicing SMO: Yes
Office Symbol: MTAC
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: 202 (433) 2942
Separation Status: N/A
Interim: N/A
Separation Date: N/A
Grade: GG14
PS: Critical Sensitive
RNLTD: N/A
Office Phone DSN: 288
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Investigation Summary [Investigation History](#)

SBPR from OPM, Opened: Closed 2001 09 06
 SBPR from UnKnown, Opened: Closed 1995 05 11

Adjudication Summary [Adjudication History](#)

PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
 PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF

Left Sidebar:

- Select Person
- View SMO
- Create/Modify Visit
- Notifications
 - Access Suspension
 - Action by Svc SMO
 - Aging Interim
 - CAF Information Rqst
 - Eligibility Change
 - Incident Update
 - Invest Rqst Status
 - Message From CAF
 - Overdue Suspense
 - Projected Losses
 - Reactivate Rqst Stat
 - RRU Response
 - SDR
 - Visit
- Reports
 - PSM Net
 - Manage In
 - Home
 - Chg Password
 - Chg Category/Level
 - Tutorial
 - Logout

Report Incident (highlighted with yellow arrow)

Investigation Request [Remarks](#)

Suspense Data [Investigation Request](#)

On the Main Menu, click "Select Person". The Select Person screen appears. Type the SSN of the person whose record you wish to view and verify that the appropriate radio button is selected. Click "DISPLAY". The Person Summary screen appears.

1. Select the appropriate person category for the incident that you are reporting.
2. Click "Report Incident". The Incident Report screen is displayed.

HOW TO SUBMIT CONTINUOUS EVALUATION INFORMATION TO THE DON CAF

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://ipasapp.dsis.dod.mil/JPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet>

Place of Birth: N/A
Citizenship: U.S. Citizen
Marital Status: N/A
PSQ Sent Date: N/A

Open Investigation: N/A
Incident Report: N/A
Polygraph: N/A
Foreign Relation: N/A

Select An Existing Incident:

*Incident Status: ☒ Initial ☐ Follow-up ☐ Final

*Date of Incident: 2006 01 17

Action: ☐ Suspend Access ☐ Suspension Start Date:

*Select CAF: DoNCAF

*Incident Criteria:

<input type="checkbox"/> Allegiance to the United States	<input type="checkbox"/> Financial Considerations	<input type="checkbox"/> Security Violations
<input type="checkbox"/> Foreign Influence	<input type="checkbox"/> Alcohol Consumption	<input type="checkbox"/> Outside Activities
<input type="checkbox"/> Foreign Preference	<input type="checkbox"/> Drug Involvement	<input type="checkbox"/> Misuse of Information Technology Systems
<input type="checkbox"/> Sexual Behavior	<input type="checkbox"/> Emotional, Mental and Personality Disorders	
<input type="checkbox"/> Personal Conduct	<input type="checkbox"/> Criminal Conduct	

Incident Report

Status	Date	Description
*Unclassified		Description of Incident: (Only required for Initial and Follow-up Incident Status)

Document: Done

Start JCAVS Main... JPAS Manual ... Document1 ... (Unsaved Pu...)

10:57 AM

1. If this is the initial reporting of the incident or you plan to provide additional information when it becomes available, click the "Incident Status", "Initial" radio button. Selecting the "Initial" radio button keeps the incident report in a pending status at the DON CAF. The DON CAF makes no determinations until a final incident report is received.

2. Type the date of the incident, yyyy,mm,dd.

3. If you are suspending access, click the "Suspend Access" box.

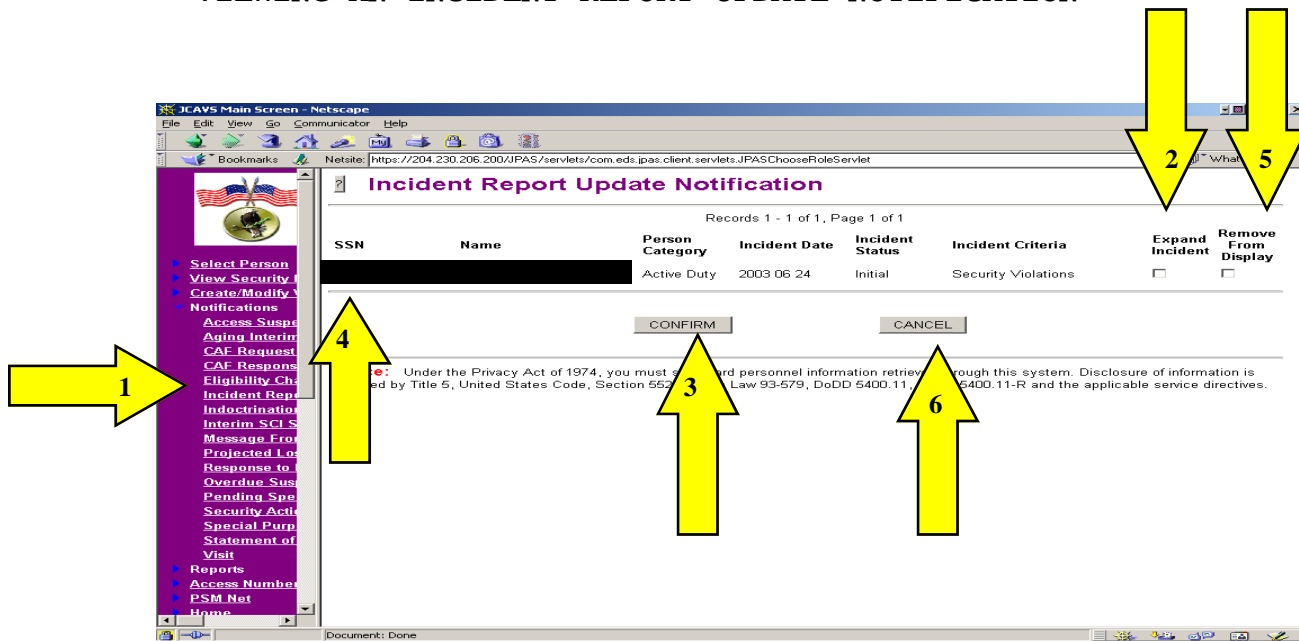
4. On the "Select CAF", ensure you highlight the DON CAF.

HOW TO SUBMIT CONTINUOUS EVALUATION INFORMATION TO THE DON CAF

The screenshot shows the JCAVS Main Screen in a Netscape browser window. The address bar displays the URL: `https://jpasapp.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet`. The page contains a left-hand navigation menu with options: Select Person, View Security, Create/Modify, Notifications, Reports, PSM Net, Change Category, Tutorial, and Logout. The main content area is titled "Incident Report" and includes a table with columns for Status, Date, and Description. The Status is set to "Unclassified". The Description field contains the text: "Command has received recently several letters of indebtedness on individual. Individual has been couns but letters are still being received so payments have not been made. On 30 July 2003 individual was arreste local police department for DWI and resisting apprehension. Command feels member is a threat to classifie material and CO has opted to suspend access". Below the description field are "SAVE" and "CANCEL" buttons. Three yellow arrows with numbers 1, 2, and 3 point to the disqualifying factors section, the description text box, and the save button respectively.

1. Select one or more of the Disqualifying Factors.
2. Provide an Unclassified Description of the Incident in the "Description of Incident" text box.
3. Click "Save". The incident report is sent to the DON CAF. The Person Summary screen appears displaying the incident report date in red. An "Incident Report Update Notification" is sent to the Levels 2 through 6 users of the person's category organization.

VIEWING AN INCIDENT REPORT UPDATE NOTIFICATION



This procedure allows a user to view updated information on an individual.

On the Main Menu click "Notifications".

1. Select "Incident Report Update". All Incident Report Updates are displayed on the "Incident Report Update Notification" screen.
2. To view the details of the incident, click on the "Expand Incident" check box.
3. Then click "CONFIRM". Details of the incident are displayed on the screen.
4. To view additional information, click on the desired SSN to view the "Person Summary" screen.
5. If required, select the "Remove From Display" text box.
6. Click "CONFIRM". The notification is removed from the display. When you are finished, click "CANCEL".

Notifications are sent to an office, not to an individual. When the notification is removed, it is removed from the display of everyone in the office.

COMMAND SUSPENSION OF ACCESS

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://pasapp.dsis.dod.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>

Person Category

SSN:

Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: N/A
Incident Report: 2005 08 29
713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation:

Date of Birth: 1967 10 23
Marital Status: N/A
Place of Birth: Unknown
Citizenship: U.S. Citizen
NdA Signed: No
NdS Signed: No

Accesses

Category	PSP	Suitability and Trustworthiness
Active Duty - Officer (USN) Access Suspended	No	IT: N/A Public Trust: N/A Child Care: N/A

Person Category Information

Category Classification: N/A
Organization: 09618, COMMANDING OFFICER, FPO, HI,
Organization Status: N/A
Occupation Code: 137
Separation Date: N/A

Select Person
View SMO
Create/Modify
Notifications
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Document: Done

Start | Inbox - Microso... | What's New on... | LCDR K. S. Bou... | JCAVS Main S... | 6:15 AM

1. This reflects an incident report was submitted 31 Oct 2003 and the command suspended access.

CAF SUSPENSION OF ACCESS

(NOT USED BY DEPARTMENT OF THE NAVY)

The screenshot shows a Netscape browser window titled "JCAVS Main Screen - Netscape". The address bar displays the URL: <https://204.230.206.200/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>. The page content is titled "Access Suspension Notification".

SSN	Name	Person Category	Non-SCI Access	SCI Access	Access Suspended Date	Remove From Display
-----	------	-----------------	----------------	------------	-----------------------	---------------------

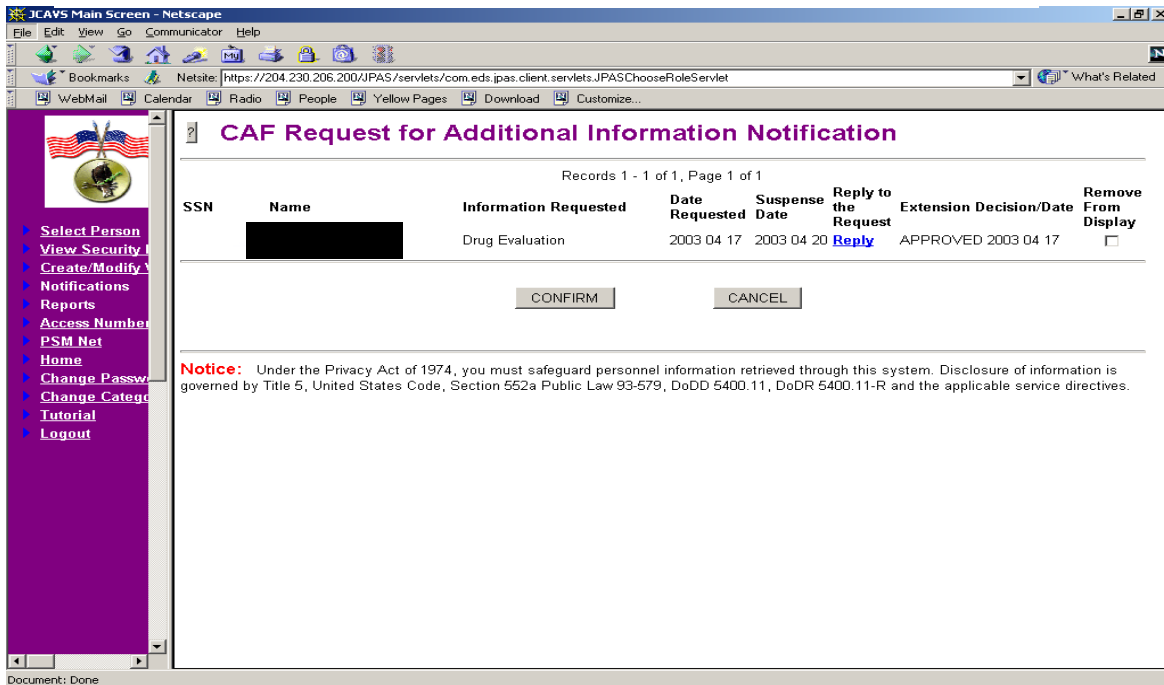
Below the table are two buttons: **CONFIRM** and **CANCEL**.

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

The left sidebar contains a navigation menu with the following items:

- Select Person
- View Security
- Create/Modify
- Notifications
 - Access Suspe
 - Aging Interim
 - CAF Request
 - CAF Respons
 - Eligibility Ch
 - Incident Rep
 - Indoctrination
 - Interim SCI S
 - Message Fro
 - Projected Lo
 - Response to
 - Overdue Sus
 - Security Acti
 - Special Purp
 - Statement of
 - Visit
- Reports
- Access Number
- PSM Net
- Home
- Change Passw

CAF REQUEST FOR ADDITIONAL INFORMATION



Above is an example of what would be seen by the JCAVS user, however, due to the limitations of this feature, the DON CAF is not using this to request additional information from the JCAVS user.

If additional information is required by the DON CAF they will use the "Send Message" function.

NOTIFICATION OF A STATEMENT OF REASON/LETTER OF INTENT

The screenshot shows the JCAVS Main Screen in Netscape. The left sidebar contains a list of links, with 'SOR' highlighted. The main content area displays the 'SOR Notification' page. At the top, it says 'Records 1 - 3 of 3, Page 1 of 1'. Below this is a table with columns: SSN, Name, Mailed To SMO, SOR Update, Extension Decision / Date, and Remove From Display. The table contains three rows of data. The 'SOR Update' column has a link labeled 'SORUpdate' in each row. Below the table are 'CONFIRM' and 'CANCEL' buttons. At the bottom, there is a 'Notice' section with text about the Privacy Act of 1974.

SSN	Name	Mailed To SMO	SOR Update	Extension Decision / Date	Remove From Display
		A001 - 15 SPECIAL ACTIVITIES SQDN, Level 2	SORUpdate	N/A	<input type="checkbox"/>
		A001 - 15 SPECIAL ACTIVITIES SQDN, Level 2	SORUpdate	APPROVED 2003 05 16	<input type="checkbox"/>
		A001 - 15 SPECIAL ACTIVITIES SQDN, Level 2	SORUpdate	N/A	<input type="checkbox"/>

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Click on "SOR".
2. Click on "SORUpdate" to open up the communications from the CAF.

The Notification "Statement of Reasons" now reflects "SOR".

COMMANDS RESPONSE TO A STATEMENT OF REASON

SOR Update

SSN: [REDACTED] Date of Birth: 1962 11 18
 Eligibility: Pending Reply to Statement of Reasons, 2003 05 15, DoNCAF Place of Birth: N/A
 Investigation: SSBI, 2000 05 01, DSS Citizenship: U.S. Citizen
 Open Investigation: N/A NdA Signed: N/A
 Date EPSQ Sent: N/A NdS Signed: N/A
 Incident Report: N/A Attestation Date: N/A
 Polygraph: N/A
 Foreign Relation: N/A

Received SOR Electronic Notification Date: 2003 05 15
 SMO Received Written SOR: [] Subject SOR Receipt Date: 2003 05 15
 SOR Suspense Date: 2003 06 29 SOR Receipt Mailed to CAF: []
 Requested Extension Date: []

UNCLASSIFIED Comments:

[]

SOR Update History

Requested Extension	Granted Extension Date	Decision Date
N/A	N/A	N/A

SOR Update

Polygraph: N/A
 Foreign Relation: N/A

Received SOR Electronic Notification Date: 2003 05 15
 SMO Received Written SOR: [] Subject SOR Receipt Date: 2003 05 15
 SOR Suspense Date: 2003 06 29 SOR Receipt Mailed to CAF: []
 Requested Extension Date: []

UNCLASSIFIED Comments:

[]

SOR Update History

Requested Extension	Granted Extension Date	Decision Date
N/A	N/A	N/A

Comments: Received Written SOR Notification

[] **SAVE** **CANCEL**

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives

The information you provide on this SOR Update is very important to DON CAF.

1. It tells DON CAF when the person received the written "SOR" (hard copy).
2. The "acknowledgement receipt" was mailed back to DON CAF.
3. If required, type in unclassified "comments" if there are any other issues (i.e., cannot deliver SOR(LOI) to person because they are deployed for 3 months) - DON CAF will use that information to extend the response due date.
4. Click "Save".

CREATING A COMMAND SUSPENSE ITEM

JCAVS Main Screen - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message WebMail Calendar Radio People Yellow Pages Download Customize...

Bookmarks Netsite: <https://ipasapp.dsis.dod.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet> What's Related

	Public Trust: N/A	Debrief Non-SCI
	Child Care: N/A	

Person Category Information

Category Classification: N/A
Organization: 63285, 63285, 63285, DC, 20388
Organization Status: N/A
Occupation Code: 0132
Separation Date: N/A
SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
Servicing SMO: Yes
Office Symbol: MTAC
Grade: GG14
Position Code: N/A
PS: Critical Sensitive
Arrival Date: N/A
RNLTD: N/A
Office Phone Comm: 202 (433) 2942
Office Phone DSN: 288
Separation Status: N/A
TAFMSD: N/A
Interim: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [In/Out Process](#) [Remarks](#)

[Suspense Data](#) [Investigation Request](#)

Investigation Summary [Investigation History](#)

SBPR from OPM, Opened: Closed 2001 09 06
 SBPR from UnKnown, Opened: Closed 1995 05 11

Adjudication Summary [Adjudication History](#)

PSI Adjudication of SBPR OPM, Opened , Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
 PSI Adjudication of SBPR OPM, Opened , Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF

Document: Done

Start Microsoft Powe... Inbox - Microso... access suspen... JCAVS Main S... 11:22 AM

1. This is the commands' record of outstanding requirements.

CREATING A COMMAND SUSPENSE ITEM

The screenshot shows the JCAVS Main Screen in Netscape. The browser's address bar displays the URL: `https://ipasapp.osd.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet`. The left sidebar contains a menu with options: Select Person, View Security, Create/Modify Visit, Notifications, Reports, Access Number, PSM Net, Home, Change Password, Change Category/Level, Tutorial, and Logout. A yellow arrow points to the 'Select Suspense Type' dropdown menu, which is open, showing a list of suspension types. The list includes: 1 - Awaiting Receipt of Acknowledgement for SOR and Statement of Intent, 2 - Awaiting Reply to SOR, 3 - Awaiting Receipt of Acknowledgement for LOD and Intent to Appeal, 4 - Awaiting Receipt of Acknowledgement for Request for Additional Information, 5 - Awaiting Request for Additional Information, 6 - Awaiting Request for Investigative Forms, 7 - Awaiting PR Package from Individual, 8 - Awaiting CAF Determination, 9 - Awaiting Command/Agency Action, 10 - Awaiting Completed Investigation from OPM, 11 - Awaiting Completed Investigation from DSS, 12 - 1 Year Follow-up for Adjudicative Determination, 13 - Awaiting File from: OPM; DSS; AIRR; ACRD; FOSI; NCIS, and 8 - Awaiting CAF Determination. The 'Select Suspense Type' dropdown is currently set to '8 - Awaiting CAF Determination'.

1. When you open the "Select Suspense Type" you are given these choices.

The screenshot shows the JCAVS Main Screen in Netscape. The browser's address bar displays the URL: `https://ipasapp2.osd.mil/IPAS/servlets/com.eds.ipas.client.servlets.JPASChooseRoleServlet`. The left sidebar contains a menu with options: Select Person, View SMO, Create/Modify Visit, Notifications, Reports, Access Number, PSM Net, Home, Chg Password, Chg Category/Level, Tutorial, and Logout. The main form area is titled 'Open Suspenses:'. It contains the following fields: 'Suspense Item' (a dropdown menu), '*Suspense Due Date:' (a date field set to 2004 04 01), 'Date Completed:' (a date field), '*Select or Enter Other Suspense Type:' (a dropdown menu set to '9 - Awaiting Command/Agency Action'), 'Other Suspense Type:' (a text field), 'Point of Contact:' (a text field set to 'Becky Jones'), 'POC Phone Number:' (a text field set to '(202) 433-0000'), 'Assign To:' (radio buttons for 'User' and 'SMO'), 'Security Management Office' (a text field), 'Name: N/A', and 'Location: N/A'. There is a 'Search SMO' button.

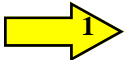
Example of a command suspense.

OVERDUE SUSPENSE ITEM NOTIFICATION

The screenshot shows the JCAVS Main Screen in a Netscape browser. The page title is "Overdue Suspense Notification". It displays a table with one record:

Grade	Category	Item	Due Date	POC	Phone
GG14	Civilian Employee	PR DUE	2004 11 05	SECURITY	N/A

Below the table is a "Close" button. A notice at the bottom states: "Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives."



1. You will receive a notification when your suspense item is overdue.

CLOSING OUT SUSPENSE ITEM

The screenshot shows the JCAVS Main Screen in a Netscape browser. The page title is "Add/Modify Suspense Data". It displays a form with the following fields:

- Grade: O3
- Category: Reserve (USAF)
- Open Suspenses: [dropdown menu]
- Suspense Item
- *Suspense Due Date: [text box]
- Date Completed: [text box]
- *Select or Enter Other Suspense Type: [dropdown menu]
- Select Suspense Type: [text box]
- Other Suspense Type: [text box]
- Point of Contact: [text box]
- POC Phone Number: [text box]
- Assign To: [radio buttons for User and SMO]
- Security Management Office: [text box]
- Name: N/A (Click "Save" button on bottom of screen)
- Location: N/A

A yellow arrow points to the "Save" button at the bottom right of the form.

1. Once your suspense item is complete, you will place the date in the "Date Completed" block and click "Save".

CREATING A REMARKS HISTORY

The screenshot shows the JCAVS Main Screen in Netscape. The left sidebar contains a menu with options like 'Select Person', 'View SMO', 'Create/Modify Visit', 'Notifications', 'Reports', 'PSM Net', 'Manage Invest Rqsts', 'Home', 'Chg Password', 'Chg Category/Level', 'Tutorial', and 'Logout'. The main content area displays 'Person Category Information' with fields for Category Classification, Organization Status, Occupation Code, Separation Date, Non-SCI SMO, Office Symbol, Position Code, Arrival Date, Office Phone Comm, Separation Status, Interim, Grade, PS, RNLTD, Office Phone DSN, TAFMSD, Proj. Departure Date, and Proj. UIC/RUC/PASCODE. A yellow arrow points to the 'Remarks' link in the bottom right corner of the main content area.

1. Click on "Remarks".

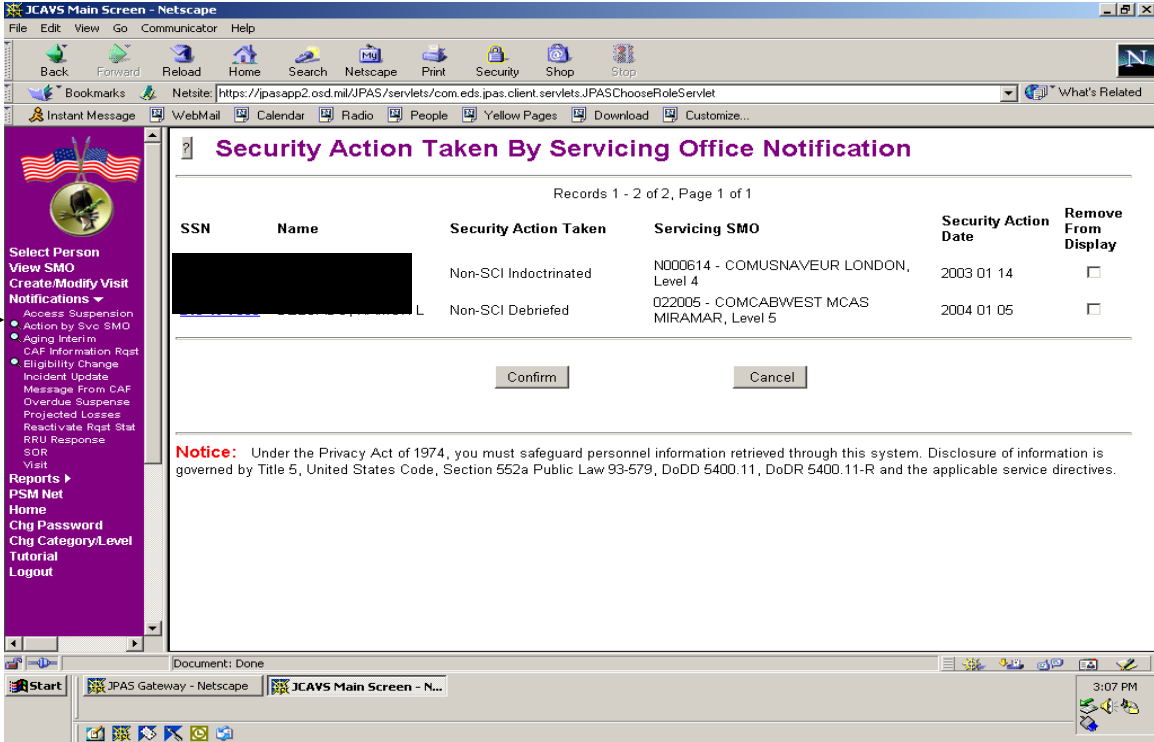
The screenshot shows the 'Remarks' form in Netscape. The form includes fields for SSN, Grade, and Category. Below these fields is a text area for 'Add/Append a Remark' with a 'SAVE' button. A yellow arrow points to the 'SAVE' button. Below the text area is a 'Remarks History' table with columns for Remark Date, SMO, User Level, and Unclassified Remarks. A yellow arrow points to the 'SAVE' button, and another yellow arrow points to the 'Remarks History' table.

Remark Date	SMO	User Level	Unclassified Remarks
2003 06 24	557222 - 55722 - FLTINFORWARCEN, Level 2	Level 2	greg horton ssdafsafasfd an ddfasfas

1. Type your unclassified remarks in "Add/Append Unclassified Remarks" block.
2. Click "Save".
3. Your remarks appear in the "Remarks History" block.

This information is seen only by the SMO.

SECURITY ACTIONS TAKEN BY A SERVICING SMO



Security Action Taken By Servicing Office Notification

Records 1 - 2 of 2, Page 1 of 1

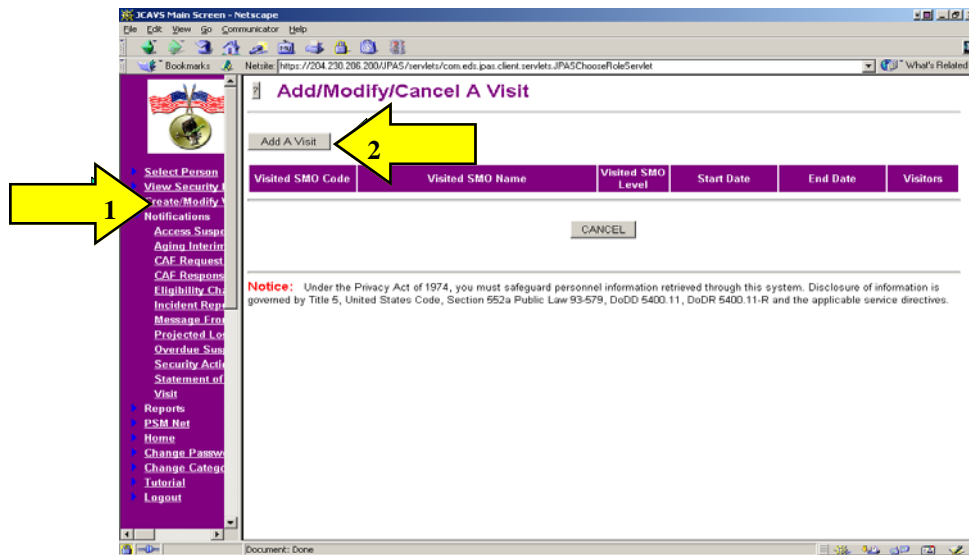
SSN	Name	Security Action Taken	Servicing SMO	Security Action Date	Remove From Display
[REDACTED]	[REDACTED]	Non-SCI Indoctrinated	N000614 - COMUSNAVEUR LONDON, Level 4	2003 01 14	<input type="checkbox"/>
[REDACTED]	[REDACTED]	Non-SCI Debriefed	022005 - COMCABWEST MCAS MIRAMAR, Level 5	2004 01 05	<input type="checkbox"/>

Confirm Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

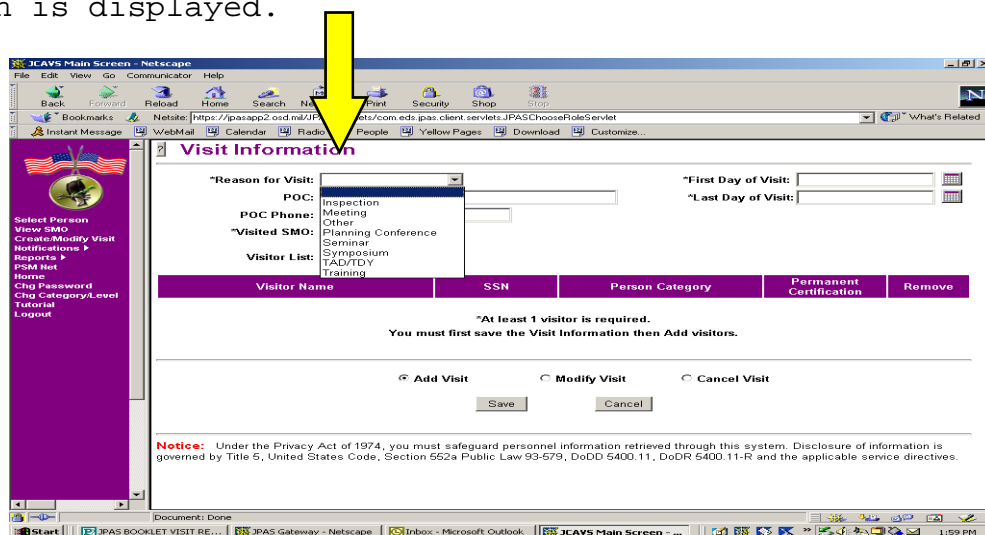
1. An owning SMO will receive a notification when a servicing SMO takes action on a person summary.

HOW TO CREATE A VISIT REQUEST



The "Create a Visit" link allows users to add, modify, or cancel a visit request for one or more individuals in JCAVS. To add multiple visits for multiple persons, simply repeat the procedure. All Level 2 through 6 and 10 JCAVS users can add a visit. A visit request can be made good for one day or up to 3 years. Visit request will expire at 2400 on date last day.

1. Click "Create/Modify Visit" on the Main Menu. The "Add/Modify/Cancel A Visit" screen appears.
2. Click the "Add A Visit" button. The Visit Information screen is displayed.



1. Open the "Reason for Visit" drop-down list and select the appropriate reason.

HOW TO CREATE A VISIT REQUEST

The screenshot shows the JCAWS Main Screen in Netscape. The browser window title is "JCAWS Main Screen - Netscape". The address bar shows the URL: <https://pasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet>. The page title is "Visit Information".

On the left is a purple sidebar with the following menu items: Select Person, View SMO, Create/Modify Visit, Notifications, Reports, PSM Not, Home, Chg Password, Chg Category/Level, Tutorial, Logout.

The main form contains the following fields and buttons:

- Reason for Visit:** A dropdown menu with "Inspection" selected.
- POC:** A text input field containing a redacted name.
- POC Phone:** A text input field containing "(202)433-8854".
- *Visited SMO:** A button labeled "Select SMO".
- *First Day of Visit:** A date input field showing "2004 03 17" with a calendar icon.
- *Last Day of Visit:** A date input field showing "2007 03 16" with a calendar icon.
- Visitor List:** A table with columns: Visitor Name, SSN, Person Category, Perm, Certifi, in, and Remove.
- Buttons:** "Add Visit", "Modify Visit", "Cancel Visit", "Save", and "Cancel".
- Notice:** A red text block stating: "Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives."

Yellow arrows numbered 1 through 4 point to the following elements:

- Arrow 1 points to the POC text input field.
- Arrow 2 points to the *First Day of Visit date input field.
- Arrow 3 points to the *Last Day of Visit date input field.
- Arrow 4 points to the "Select SMO" button.

1. Type in the name of the individual who is the POC for the visit and the POC's telephone number.
2. Enter the first day of the Visit, yyyy,mm,dd or you may use the calendar widget.
3. Enter the last day of the Visit, yyyy,mm,dd or you may use the calendar widget.
4. Click the "Select SMO" button. The "Security Management Office Selection" screen appears.

HOW TO CREATE A VISIT REQUEST

Security Management Office Search

*Enter Search Criteria:

Code:

Name: NAVSEA*

Location:

Records 1 - 1 of 1, Page 1 of 1

Click on Code link below in order to select SMO

SMO Code	SMO Name	SMO Location
N487715	NAVSEA DET AN BSY TWO, Level 5	SYRACUSE NY

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Type the information for the code, name or location of the SMO to be visited and click "Search".
2. Select the appropriate "SMO Code" or the "SMO Name" and click "Search".
3. Click on the appropriate "SMO Code".

Visit Information

*Reason for Visit:

POC:

POC Phone: (202)433-8854

*First Day of Visit:

*Last Day of Visit:

*Visited SMO:

Visitor List:

Visitor Name	SSN	Person Category	Permanent Certification	Remove
*At least 1 visitor is required. You must first save the Visit Information then Add visitors.				

☒ Add Visit ☐ Modify Visit ☐ Cancel Visit

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. Click "SAVE".

HOW TO CREATE A VISIT REQUEST

The screenshot shows the JCAVS Main Screen in a Netscape browser window. The page title is "Person Category Search". It features a search form with fields for "SSN:" and "Last Name:", a "Search" button, and a "Search Result:" table. The table has columns for "SSN", "Name", "Category", "Organization", and "Add". Two results are listed: one for a Civilian Employee and one for a DoD Civilian/Reserve/National Guard. The "Add" column for the second result has a checked checkbox. Below the table are "Add" and "Cancel" buttons. A "Notice" is displayed at the bottom. Five yellow arrows with numbers 1 through 5 indicate the steps: 1 points to the SSN field, 2 points to the Search button, 3 points to the search results table, 4 points to the "Add" checkbox, and 5 points to the "Add" button.

Person Category Search

*SSN: [Redacted]
Last Name: [Redacted]
Search

Search Result:

SSN	Name	Category	Organization	Add
[Redacted]	[Redacted]	Civilian Employee	NAVCRRIMINVSERV	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]	DoD Civilian/Reserve/National Guard	NAVCRRIMINVSERV	<input type="checkbox"/>

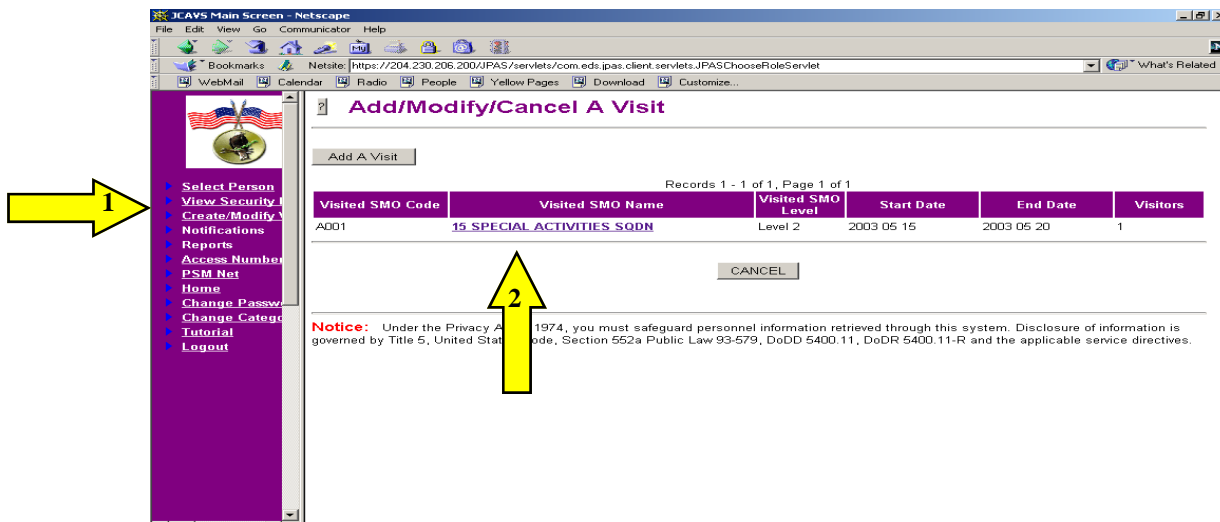
Add Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personal information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 96-357, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

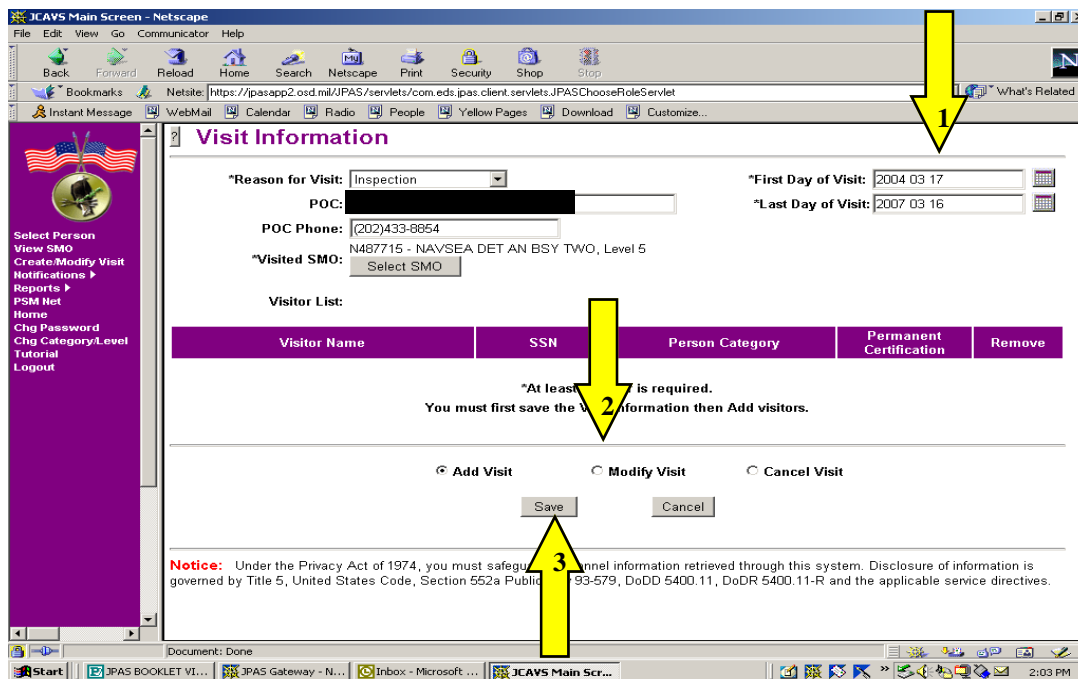
To add the visitor:

1. Type in the SSN.
2. Click "Search".
3. Once the personal categories appear, ensure you pick the category of the individual who will be going on the visit.
4. Place a check in the "Add" box.
5. Click "Add" button

HOW TO MODIFY A VISIT REQUEST

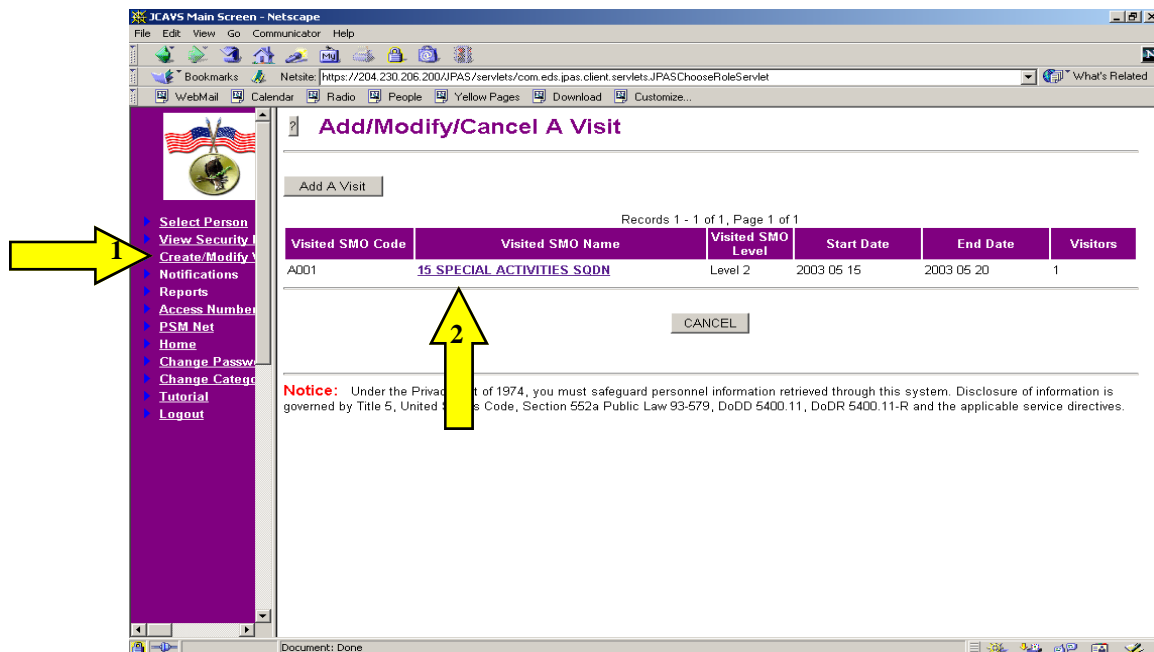


1. Click the "Create/Modify Visit".
2. Select the "Visited SMO Name".

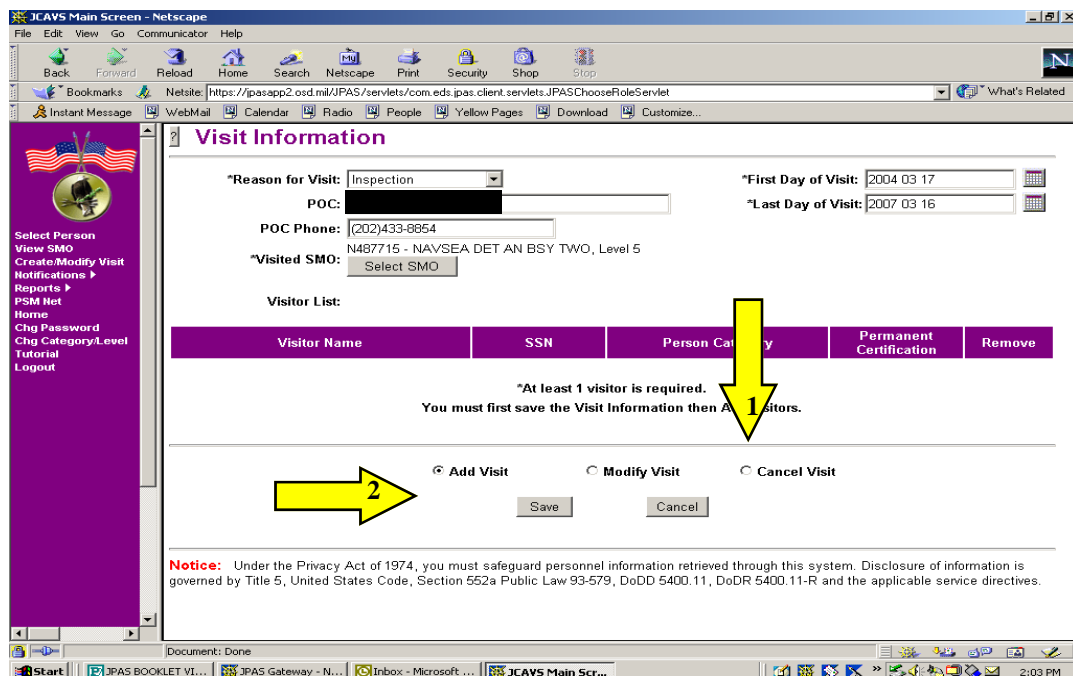


1. Modify the visit information, e.g., the date.
2. Ensure the "Modify Visit" radio button is clicked.
3. Click "Save".

HOW TO CANCEL A VISIT REQUEST

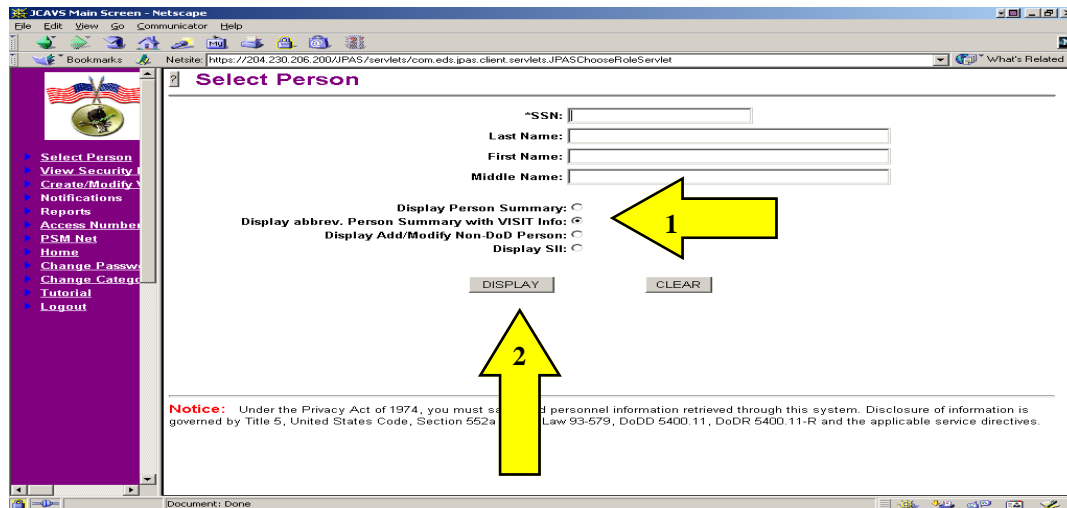


1. Click the "Create/Modify Visit" button.
2. Select the "Visited SMO Name" button.



1. Click the "Cancel Visit" radio button.
2. Click "Save".

VISIT PERSON SUMMARY SCREEN



Select Person

*SSN:

Last Name:

First Name:

Middle Name:

Display Person Summary: ☐

Display abbrev. Person Summary with VISIT Info: ☒ **1**

Display Add/Modify Non-DoD Person: ☐

Display SII: ☐

DISPLAY **CLEAR**

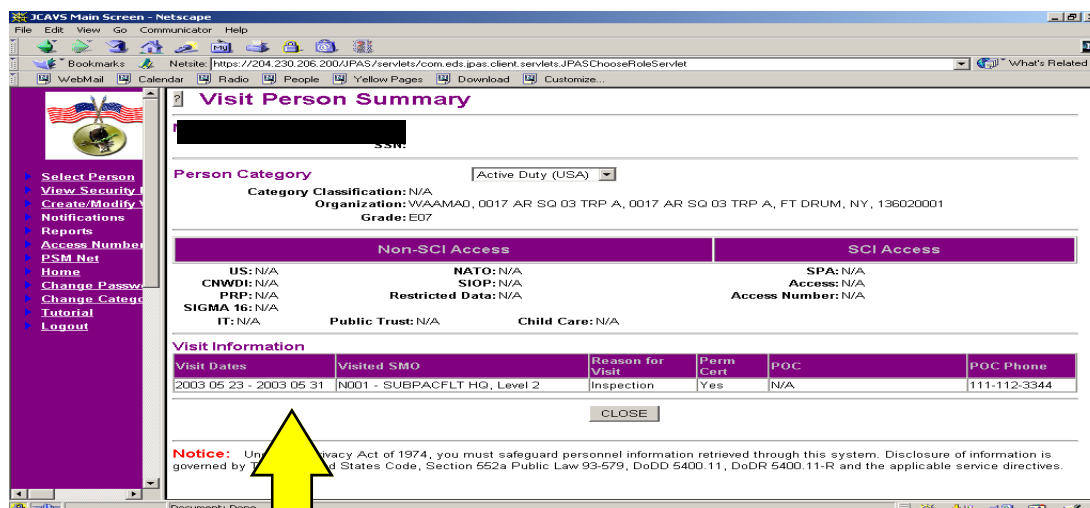
2

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a, Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

On the Main Menu, click "Select Person". The "Select Person" screen appears. Type the SSN of the individual whose record you wish to view.

1. Click the "Display Abbrev. Person Summary with VISIT Info" button.

2. Click "DISPLAY". The "Visit Person Summary" screen appears. If there is no visit information for the SSN, an error message displays stating there is no "Visit Person". See the figure below of an example of a person summary with a visit.



Visit Person Summary

SSN:

Person Category

Category Classification: N/A
Organization: WAAAMAD, 0017 AR SQ 03 TRP A, 0017 AR SQ 03 TRP A, FT DRUM, NY, 136020001
Grade: E07

Non-SCI Access		SCI Access	
US: N/A	NATO: N/A	SPA: N/A	
CNWDI: N/A	SIOP: N/A	Access: N/A	
PRP: N/A	Restricted Data: N/A	Access Number: N/A	
SIGMA 16: N/A			
IT: N/A	Public Trust: N/A	Child Care: N/A	

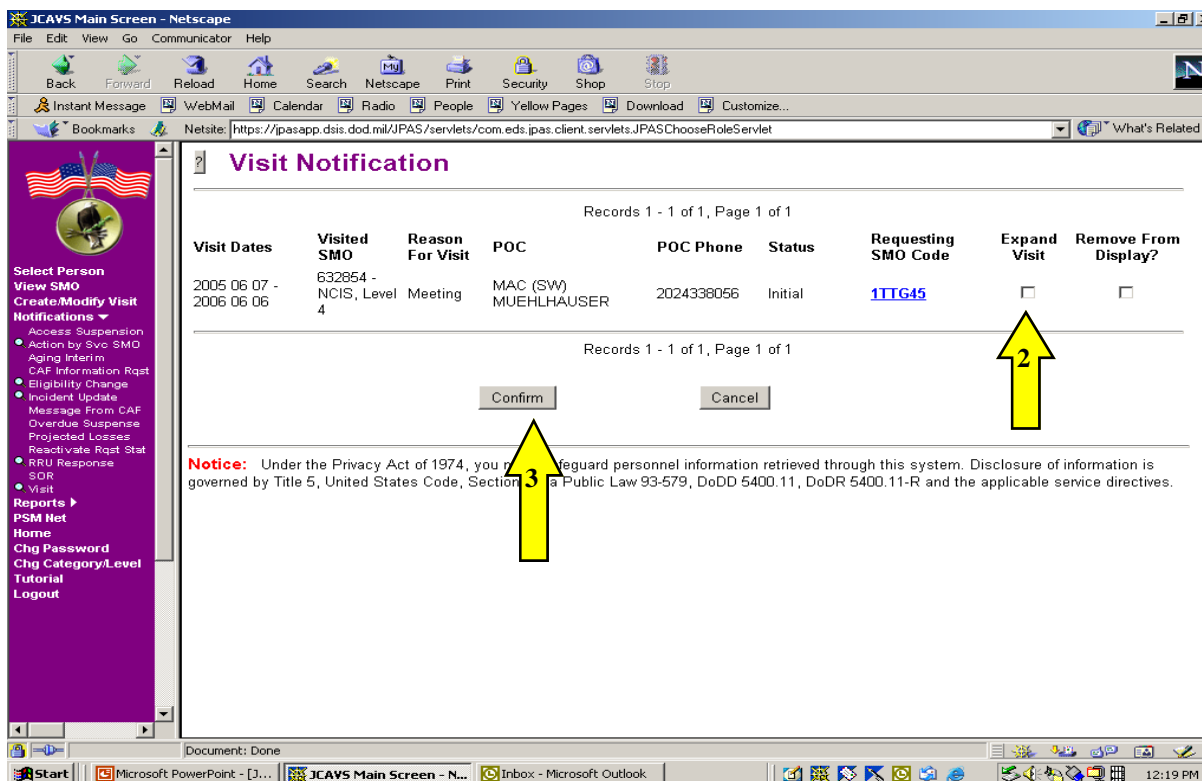
Visit Information

Visit Dates	Visited SMO	Reason for Visit	Perm Cert	POC	POC Phone
2003 05 23 - 2003 05 31	N001 - SUBPACFLT HQ, Level 2	Inspection	Yes	N/A	111-112-3344

CLOSE

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

VIEWING A VISIT NOTIFICATIONS



Visit Notification

Records 1 - 1 of 1, Page 1 of 1

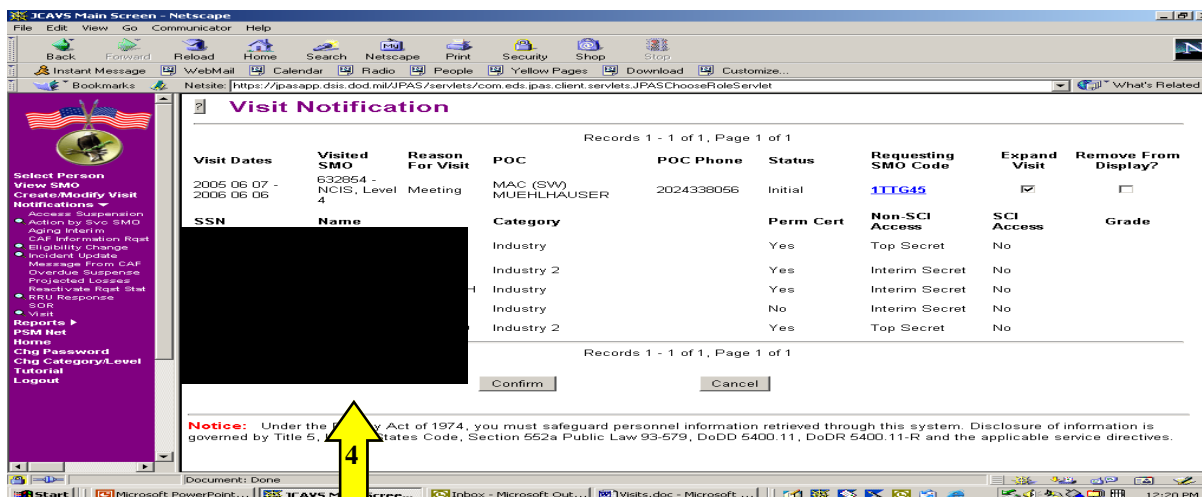
Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2005 06 07 - 2006 06 06	632854 - NCIS, Level 4	Meeting	MAC (SW) MUEHLHAUSER	2024338056	Initial	1TTG45	<input type="checkbox"/>	<input type="checkbox"/>

Records 1 - 1 of 1, Page 1 of 1

[Confirm](#) [Cancel](#)

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

1. On the main screen click "Notifications", then click "Visit."
2. To view the people who are part of the visit, click the "Expand Visit" check box.
3. Click "Confirm".
4. When the visit has been expanded, the SSN of the individuals are displayed. See below.



Visit Notification

Records 1 - 1 of 1, Page 1 of 1

Visit Dates	Visited SMO	Reason For Visit	POC	POC Phone	Status	Requesting SMO Code	Expand Visit	Remove From Display?
2005 06 07 - 2006 06 06	632854 - NCIS, Level 4	Meeting	MAC (SW) MUEHLHAUSER	2024338056	Initial	1TTG45	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Records 1 - 1 of 1, Page 1 of 1

SSN	Name	Category	Perm Cert	Non-SCI Access	SCI Access	Grade
		Industry	Yes	Top Secret	No	
		Industry 2	Yes	Interim Secret	No	
		Industry	Yes	Interim Secret	No	
		Industry	No	Interim Secret	No	
		Industry 2	Yes	Top Secret	No	

Records 1 - 1 of 1, Page 1 of 1

[Confirm](#) [Cancel](#)

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

COMMAND DEBRIEF

Accesses					
Category	US Access	PSP	Suitability and Trustworthiness	SCI	Available Actions
Industry (Contractor) HH3VFDDB	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	Access Number: N/A	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Request SPA
Industry (Contractor) 7N699-I		No	IT: N/A Public Trust: N/A Child Care: N/A	Access Number: N/A	
Industry (Contractor) 0S482-I	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	SI TK G B HCS Access Number: B-390000017	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Debrief SCI Request SPA
Reserve - Officer (USAF)	Top Secret	No	IT: N/A Public Trust: N/A Child Care: N/A	SI G HCS Access Number: N/A	Indoctrinate Non-SCI Debrief Non-SCI Indoctrinate SCI Debrief SCI Request SPA

1. The command previously granted Top Secret access.
2. Click "Debrief".

The screenshot shows the JCAVS Main Screen in Netscape. The browser window title is "JCAVS Main Screen - Netscape". The address bar shows "https://jpasapp.osd.mil/JPAS/serve...". The page title is "Debrief Non-SCI Access". The form contains the following fields:

- US Access:** [Redacted]
- Debrief Date:** [Redacted]
- Reason for Debrief:** [Dropdown menu open, showing options: A - Access Rescinded, B - Access Suspended, C - Administratively Debriefed, D - For Cause Discharge, E - Language School, F - Leave without pay - civilian, G - No Longer Has Need to Know, H - Normal Discharge, I - Permanent Change of Station, J - Previous Indoctrination, K - Reserves, L - Retired, M - Transfer in Status, N - Interim Suspension, O - See Remarks, P - Separation/Termination, Z - Removed by System - Org Change]
- SAVE:** [Button]

1. Place the date of debrief, yyyy,mm,dd.
2. From the "Reason for Debrief" pull down box, select your rationale for the debrief.
3. Click "Save."

REMOVING AN INDIVIDUAL FROM YOUR PSM NET

Person Category Information

Category Classification: N/A
 Organization: 63285, 63285, 63285, 63285, DC, 20388
 Organization Status: N/A
 Occupation Code: 0132
 SCI SMO: NCIS, Level 3, 2024336911/9637, jdrewery@ncis.navy.mil and/or pbeattie@ncis.navy.mil
 Non-SCI SMO: NCIS, Level 4, 2024339631, caborden@ncis.navy.mil
 Servicing SMO: Yes
 Office Symbol: MTAC
 Position Code: N/A
 Arrival Date: N/A
 Office Phone Comm: 202 (433) 2942
 Separation Status: N/A
 Interim: N/A

Separation Date: N/A
 Grade: GG14
 PS: Critical Sensitive
 RNLT: N/A
 Office Phone DSN: 268
 TAFMSD: N/A
 Proj. Departure Date: N/A
 Proj. UIC/RUC/PASCODE: N/A

[Report Incident](#) [In/Out Process](#) [Remarks](#)
[Suspense Data](#) [Investigation Request](#)

Investigation Summary
 SBPR from OPM, Opened: Closed 2001 09 06
 SBPR from Unknown, Opened: Closed 1995 05 11

Adjudication Summary
 PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF
 PSI Adjudication of SBPR OPM, Opened, Closed 2001 09 06, determined Eligibility of SCI - DCID 6/4 on 2001 10 15 DoNCAF

External Interfaces
[Perform SII Search](#) [DCII](#)

1. Click "In/Out Process".

View/Modify In/Out

NAME: [REDACTED]
 SSN: [REDACTED] Grade: GS14 Category: Civilian Employee (USN)

Owning SCI SMO: N326662 - CNO SSO, Level 2, 703-601-4596, scott.stracke@navy.mil or john.rouchon@navy.mil
 Owning Non-SCI SMO: N/A

Add New Relationship

* In Date:
 Out Date:
 * Relationship: ☐ Owning ☐ Servicing

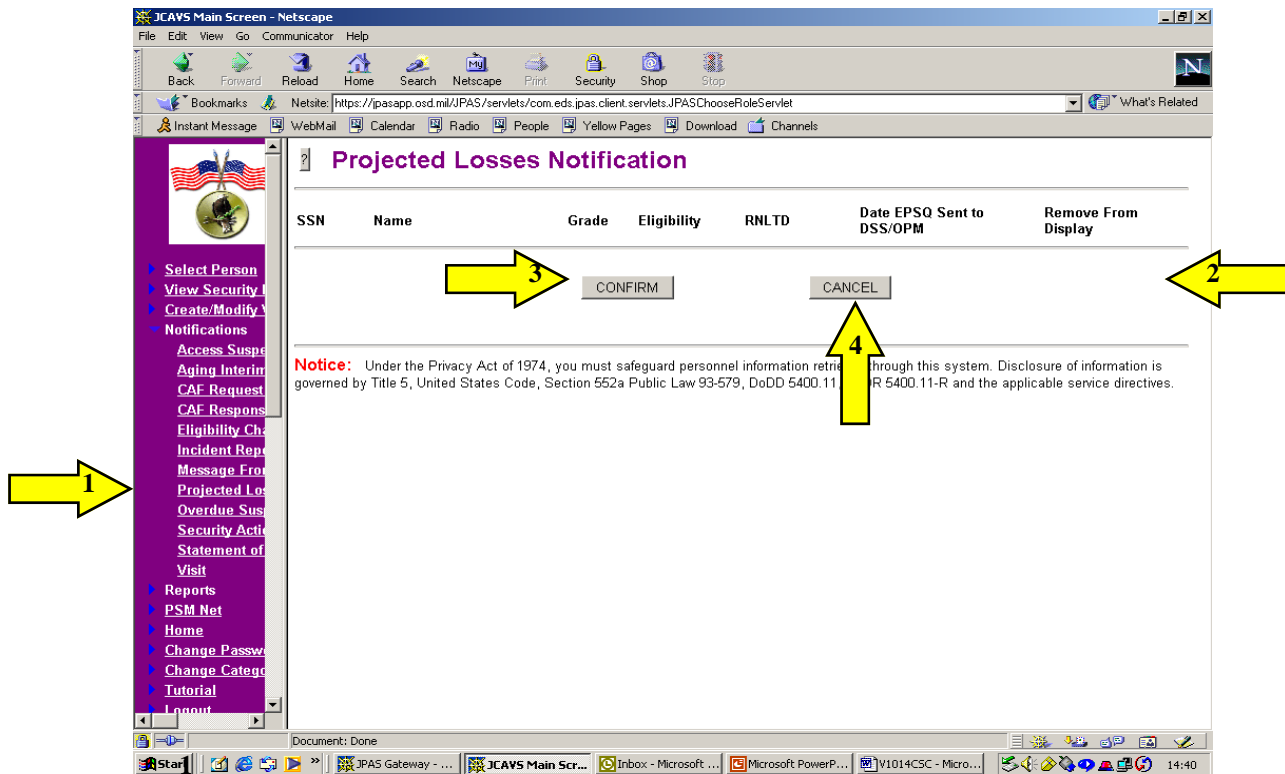
View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change
651464	CNO (N09B31)	ARLINGTON, VA	Level 4	2002 12 12	<input type="text"/>	Servicing	Reason
N326662	CNO SSO	ARLINGTON, VA	Level 2	2003 08 20	<input type="text"/>	Owning	<input type="checkbox"/>

[SAVE](#) [CANCEL](#)

1. Place the date, yyyy,mm,dd you are out-processing in the "Out Date" text box.
2. Click "Save".

PROJECTED LOSS NOTIFICATION



On the main menu click "Notifications".

1. From "Notifications", select "Projected Losses".
2. If desired, click "Remove from Display" box for "Loss Notifications No Longer Desired".
3. Click "Confirm".
4. When you are finish, click "Cancel" which will return you to the previous screen.

HOW TO REACTIVATE AN ARCHIVED RECORD


? Request to Reactivate An Archived Person

SSN:

*First Name:

Middle Name:

*Last Name:

*Date of Birth: 

*State of Birth:

*Country of Birth:

*UNCLASSIFIED Justification:

JPAS has been modified to archive separated records 2 years and 1 day following separation.

An archived record will be reactivated when:

- A new personnel security investigation is received from OPM

- Data is received from the personnel system

- A new non-DoD Person Category is added, or

- A request is submitted by a Security Management Office

The approve screen will appear if you search an SSN that has been archived.

Complete the information required in the blocks and click "save".

The request goes to the JPAS Help Desk for processing.

HOW TO REACTIVATE AN ARCHIVED RECORD

The screenshot shows a Netscape browser window titled "JCAVS Main Screen - Netscape". The address bar displays the URL: `https://jpasapp2.osd.mil/JPAS/servlets/com.eds.jpas.client.servlets.JPASChooseRoleServlet`. The main content area is titled "Request to Reactivate Archived Person Status Notification" and shows a table with one record. The table has columns for SSN, Name, Help Desk Decision, CAF Decision, View Request, and Remove From Display. The record shows a blacked-out SSN and Name, a "Disapprove" decision, an "Approve" decision, a "View" link, and an unchecked checkbox. Below the table are "Confirm" and "Cancel" buttons. A notice at the bottom states: "Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives." The left sidebar contains a menu with options like "Select Person", "View SMO", "Create/Modify Visit", "Notifications", "Reports", "PSM Net", "Home", "Chg Password", "Chg Category/Level", "Tutorial", and "Logout". The taskbar at the bottom shows the Start button and several open applications, including "JPAS Gateway - Ne...", "JCAVS Main Scre...", "Inbox - Microsoft O...", and "archived records.p...". The system clock shows 6:43 AM.

SSN	Name	Help Desk Decision	CAF Decision	View Request	Remove From Display
[Redacted]	[Redacted]	Disapprove	Approve	View	<input type="checkbox"/>

Records 1 - 1 of 1, Page 1 of 1

Confirm Cancel

Notice: Under the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a Public Law 93-579, DoDD 5400.11, DoDR 5400.11-R and the applicable service directives.

To check the status of your request, click "Reactivate Rqst Stat:".

HOW TO REACTIVATE AN ARCHIVED RECORD

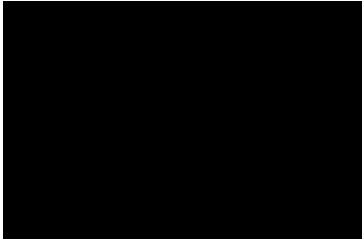
? Request to Reactivate Archived Person Status Notification

Records 1 - 3 of 18, Page 1 of 6

1 2 3 4 5 6 Next Last

Sort/Find By: Last Name ☒ Ascending ☐ Descending Sort

Find: Find

	Help Desk Decision	CAF Decision	View Request	Remove From Display
	Referred to Collaborative CAF	Approve	View	<input type="checkbox"/>
	Disapprove	N/A	View	<input type="checkbox"/>
	Referred to Collaborative CAF	Disapprove	View	<input type="checkbox"/>

Confirm Cancel

If your request has been disapproved, click on the "View" link to see a more detailed description of the rationale for the denial.

HOW TO REACTIVATE AN ARCHIVED RECORD

? Response to Request to Reactivate An Archived Person

SSN: [REDACTED]
First Name: [REDACTED]
Middle Name: [REDACTED]
Last Name: [REDACTED]
Date of Birth: 1960 05 24
State of Birth: Alaska
Country of Birth: United States Of America

Requester: JOHNSON SR., WILLIAM B.
CAF/SMO: ArmyCCF
UNCLASSIFIED Justification: N/A

Help Desk Decision: Referred to Collaborative CAF
UNCLASSIFIED Help Desk N/A
Comments:

CAF Decision: Approve
UNCLASSIFIED CAF N/A
Comments:

Close

If you click on the "view" link, this is what the record will look like.

If the person category is reactivated, only the requesting SMO and the CAF can view the data.

The record will remain active if a new adjudication is created or the SMO submits an EPSQ.

If there is no action on the person summary within 90 days, the person category is returned to archives.

JCAVS Reports Server Available for Use

The JCAVS Reports Server is available for use by all JCAVS Users however, there are some basic browser requirements that must be met in order to utilize this function.

The JPAS application is Netscape 4.7x, however, when using Netscape 4.7, you will get an "error message". Once you receive this error message click, reload on your browser and your report will be available.

In order to run Reports, you may also use either Netscape 7.x or Internet Explorer 6.x. It has been reported that Internet Explorer 5.x versions operate as well, but it is not recommended for use due to other security concerns.

In JPAS, when using one of these later browsers, you may encounter 2 problems that have been identified. The first issue is that some dates in the application may not show the entire field without scrolling. This is strictly a viewing issue only and has no functional impact. If you use your cursor to move within the field it is possible to see all of the date characters. The second issue is that RoboHelp does not operate properly on Netscape 7.x browsers due to a compatibility issue within that product. The tutorial may enter an endless loop trying to load if you try to use it in that browser version. This will not affect your application window at all during the process.

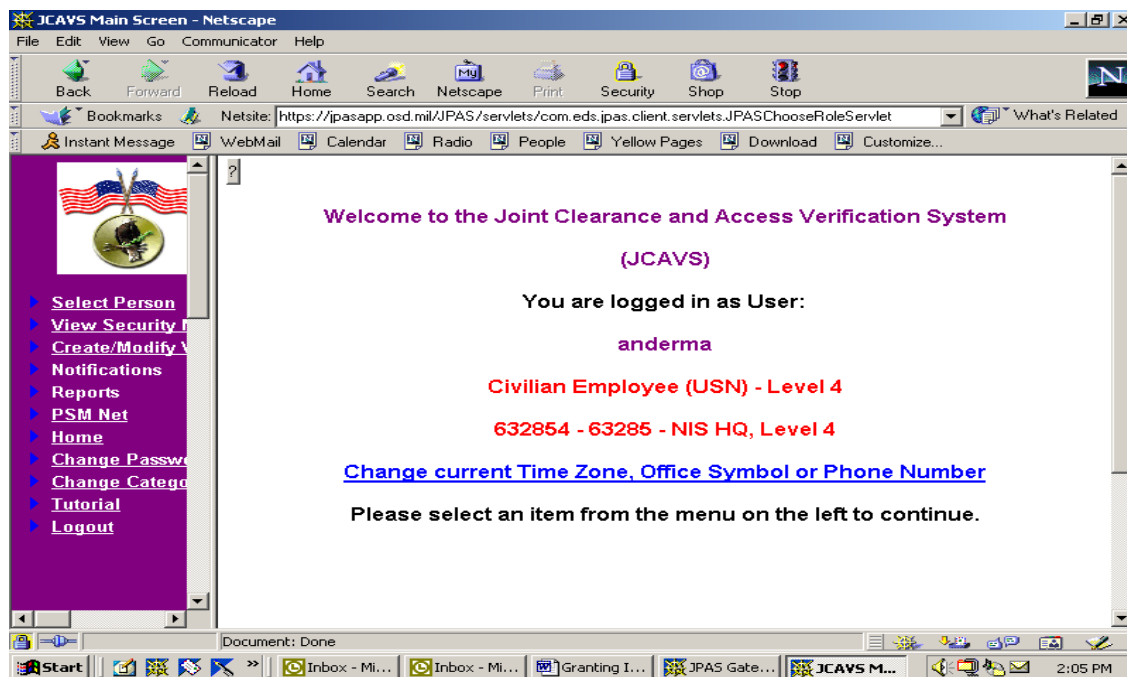
Account managers must ensure that owning and servicing relationships are removed from their PSM Net to gain accurate information.

The next pages will reflect the different reports within JCAVS.

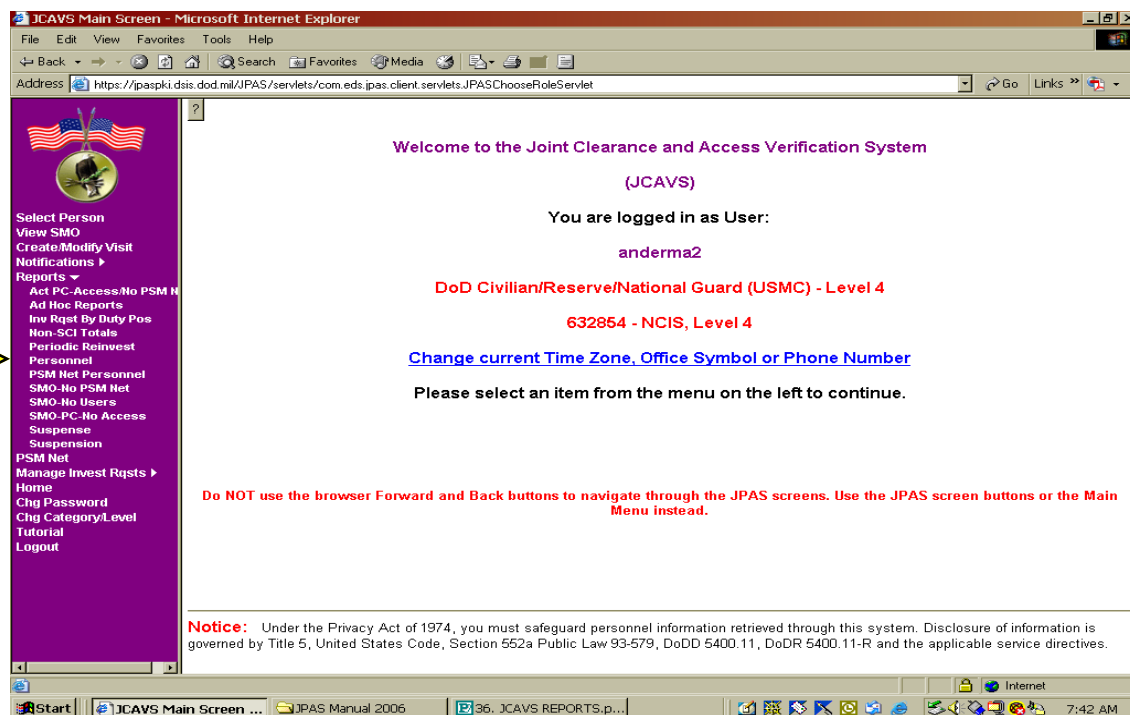
You must always complete information in a field that has an asterisk (*) to gain the information needed.

In order to close out a report, you may use the "X" button on the right hand side of the screen.

HOW TO OBTAIN JCAVS REPORTS

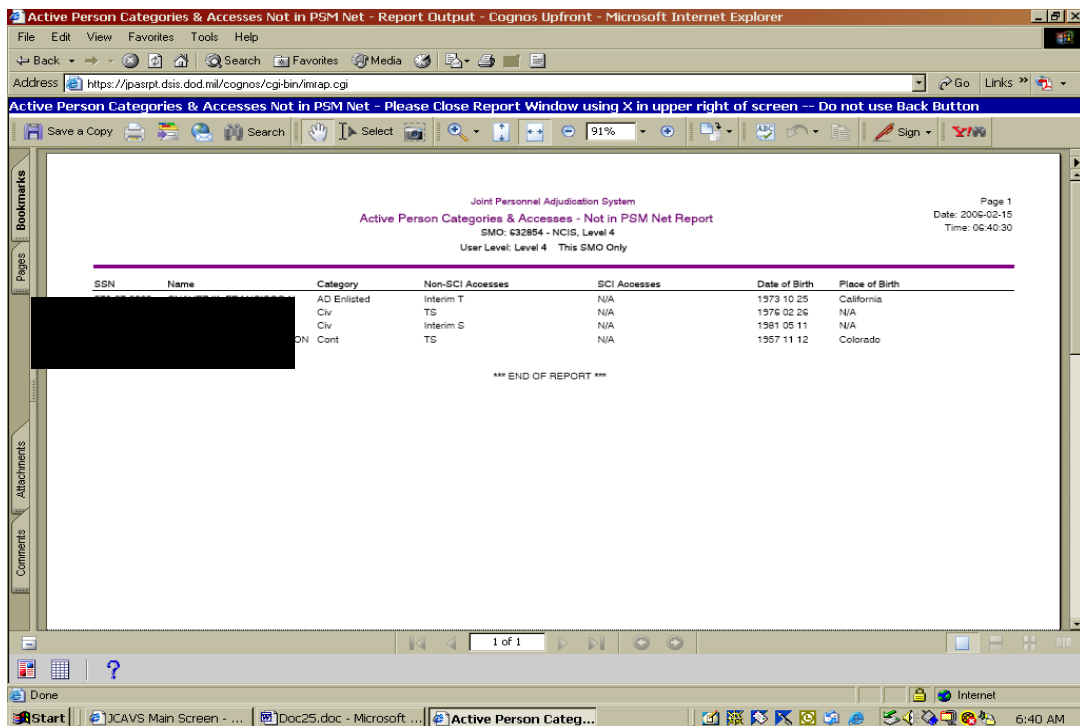
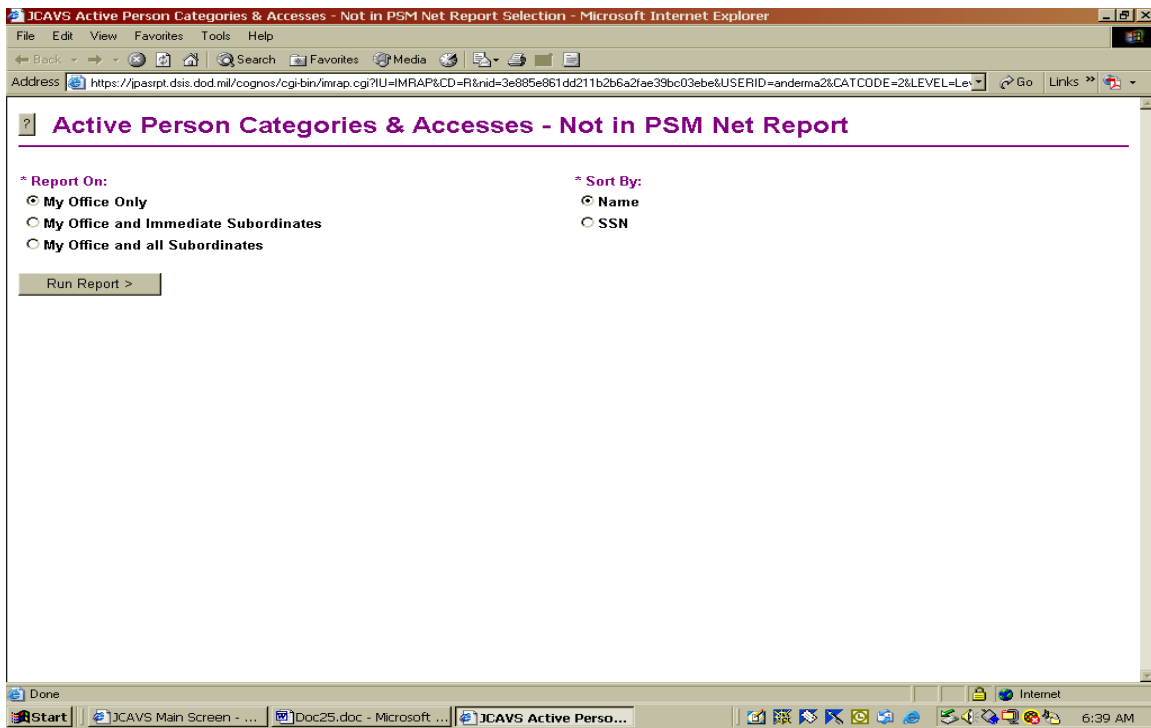


1. Click on "Reports".



1. These are the choices you have to run reports.

HOW TO OBTAIN JCAVS REPORTS



HOW TO OBTAIN JCAVS REPORTS

JCAVS Investigation Requests By Duty Position Report Selection - Microsoft Internet Explorer

Address: <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi?IU=IMRAP&CD=R&nid=3f0cbd161d4211b2b6a2ae39bc03ebeb&USERID=andema2&CATCODE=2&LEVEL=Lev>

Investigation Requests by Duty Position Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Duty Position:**

- ☐ All
- ☐ Presidential Support
- ☐ PRP - Biological
- ☐ PRP - Chemical
- ☐ PRP - Nuclear
- ☐ Special Access Programs (SAPs)
- ☐ Yankee White

Date Range

* Start of Date Range:

* End of Date Range:

Date Range is based on the Investigation Request Approved Date.

Investigation Requests by Duty Position - Report Output - Cognos Upfront - Microsoft Internet Explorer

Address: <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi>

Investigation Requests by Duty Position - Please Close Report Window using X in upper right of screen -- Do not use Back Button

Save a Copy | Search | Select | 118% | Sign

Page 1

Joint Personnel Adjudication System

Investigation Requests by Duty Position Report

SMO: 632854 - NCIS, Level 4

User Level: Level 4 This SMO Only Owning and Servicing

Duty Position: All

Start Date: 2005-10-01 End Date: 2006-02-01

Date: 2006-02-16

Time: 07:21:45

Duty Position	Investigation Type	Service Time	Number of Requests
*** No data matches selected criteria. Please select different criteria and rerun the report.			

1 of 1

HOW TO OBTAIN JCAVS REPORTS

JCAVS Non-SCI Access Totals Report Selection - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop

Instant Message WebMail Calendar Radio Go to your personal start page Download Customize...

Bookmarks Netsite: mrap.cgi?IU=IMRAP&CD=R&nd=4e266be91dd211b288cbb0db8d7e79&USERID=anderma2%CATCODE=H&LEVEL=Level+4&SYSTEMTYPE=C What's Related

Non-SCI Access Totals Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

[Run Report >](#)

Go to your personal start page

Start Microsoft Power... JCAVS Main Scr... Inbox - Micro... Visits.doc - Mic... JCAVS Non-S...

1:23 PM

Non-SCI Access Totals - Report Output - Cognos Upfront - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Search Favorites Media

Address: https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi

Non-SCI Access Totals - Please Close Report Window using X in upper right of screen -- Do not use Back Button

Save a Copy Search Select 66.67% Sign

Joint Personnel Adjudication System
Non-SCI Access Totals
SMO: 632854 - NCIS, Level 4
User Level: Level 4 This SMO Only Owning and Servicing Organization: All

Page 1
Date: 2006-02-16
Time: 06:55:08

Persons Owned by SMO: 632854 - NCIS, Level 4

Organization	Interim	Interim	Interim	C	S	TS	SIOP 1	SIOP 2	SIOP 3	SIOP 4	SIOP 5	SIOP 6	SIOP 7	SIOP 8	SIOP 9	SIOP 10	PRP	PRP	Rest	SIGMA	NATO	NATO	Cosm	Atornal	Atornal	Atornal	Total
	C	S	TS														Conf	Ch	Data	16	C	S	TS	C	S	TS	
Organization: 0000RP - OFFICE OF MANAGEMENT AND BUDGE																											
City																											
0000RP Total:	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Organization: 0001B - NR OFFICE OF NAVINTEL 0766																											
City																											
0001B Total:	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Organization: 00168 - 00168																											
AD Enlist																											
00168 Total:	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Organization: 0128060 - SECURITY BN																											
AD																											
0128060 Total:	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Organization: 02801091 - HEADQUARTERS BATTALION																											
AD Enlist																											
02801091 Total:	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Organization: 05458 - VAIN 112																											
AD Enlist																											
05458 Total:	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

1 of 18

Done

Start JCAVS Main Screen - ... Doc25.doc - Microsoft ... Non-SCI Access Tot...

6:56 AM

HOW TO OBTAIN JCAVS REPORTS

File Edit View Favorites Tools Help

Address <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi?IU=IMRAP&CD=R&nid=3f46d03c1dd211b283009e9e7a5a7d76&USERID=andema2&CATCODE=2&LEVEL=Le...> Go Links

Periodic Reinvestigation Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Organization:**

- ☒ All Organizations
- ☐ Organization's Service Agency:

***Enter Search Criteria (include an * for wildcarding):**

Organization Name:

Organization Location:

Organization Code:

*** Sort By:**

- ☒ Name
- ☐ SSN

Next >

Done

Start JCAVS Main Screen - ... Doc25.doc - Microsoft ... JCAVS Periodic Rein...

Periodic Reinvestigation - Report Output - Cognos Upfront - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi> Go Links

Periodic Reinvestigation - Please Close Report Window using X in upper right of screen -- Do not use Back Button

Save a Copy Search Select 91% Sign

Bookmarks Pages Attachments Comments

Joint Personnel Adjudication System
Periodic Reinvestigation Report
SMO:

User Level: Level 4 This SMO Only Owning and Servicing Organization: All

Page 1
Date: 2006-02-15
Time: 06:31:34

Persons Owned by SMO:

Organization: 00015 - NR OFFICE OF NAVINTEL 0766

Office Symbol	SSN	Name	Investigation	Investigation Close Date	Person Category	Grade	Security Access	Position Sensitivity
N/A	<input type="text"/>	<input type="text"/>	SBPR	2000 10 19	Civ	GG12	N/A	Spcl Sen

Organization: 0765A - NAVCRIMINVSERV FAREAST FO

Office Symbol	SSN	Name	Investigation	Investigation Close Date	Person Category	Grade	Security Access	Position Sensitivity
N/A	<input type="text"/>	<input type="text"/>	SSBI	2000 11 03	AD	O3	N/A	N/A

Organization: 43115 - NAVCRIMINVSERV

Office Symbol	SSN	Name	Investigation	Investigation Close Date	Person Category	Grade	Security Access	Position Sensitivity
N/A	<input type="text"/>	<input type="text"/>	SSBI	2001 04 13	AD	E4	N/A	N/A

Organization: 45083 - NCIS FLT SUPP DET SAN DIEGO

Office Symbol	SSN	Name	Investigation	Investigation Close Date	Person Category	Grade	Security Access	Position Sensitivity
N/A	<input type="text"/>	<input type="text"/>	ENAC	1994 10 26	AD	E6	N/A	N/A

Organization: 46184 - NAF ATSUGI SECURITY DETACHMENT

Office Symbol	SSN	Name	Investigation	Investigation Close Date	Person Category	Grade	Security Access	Position Sensitivity
N/A	<input type="text"/>	<input type="text"/>						

1 of 22

Downloading (310.02 KB of 706.67 KB) : <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi?IU=IMRAP&CD=PV&nid=3f46d03c1dd211b>

Start JCAVS Main Screen - ... Doc25.doc - Microsoft ... Periodic Reinvestiga...

6:31 AM

HOW TO OBTAIN JCAVS REPORTS

JCAVS Personnel by Eligibility and Access Report Selection - Microsoft Internet Explorer

Address: <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi?U=IMRAP&CD=R&nd=3ed07b761dd211b2b6a2fae39bc03eb&USERID=andema2&CATCODE=2&LEVEL=Le>

Personnel by Eligibility and Access Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Organization:**

- ☒ All Organizations
- ☐ Organization's Service Agency:

*** Enter Search Criteria (Include an * for wildcarding):**

Organization Name:

Organization Location:

Organization Code:

*** Eligibility:**

*** Investigation Type:**

*** Position Code:**

*** Position Sensitivity:**

*** Sort By:**

- ☒ Name
- ☐ SSN

Personnel by Eligibility and Access - Report Output - Cognos Upfront - Microsoft Internet Explorer

Address: <https://pasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi>

Personnel by Eligibility and Access - Please Close Report Window using X in upper right of screen -- Do not use Back Button

User Level: Level 4 This SMO Only Ongoing and Servicing Position Code: All Position Sensitivity: All

Investigation Type: All

Persons Owned by SMO: 632854 - NCIS, Level 4

Organization: 0000RF - OFFICE OF MANAGEMENT AND BUDGE

Office Symbol	SSN	Name	Eligibility	Eligibility Date	Invest. Type	Ongoing Investigation Open Date	Previous Investigation Close Date	Person Category	Grade	Position Code	Position Sensitivity	Accesses
N/A			SCI	2006 02 02	SBPR		2006 01 03	Civ	GS13	N/A	Non Sen	TS N/A

Organization: 00015 - NR OFFICE OF NAVINTEL 0766

Office Symbol	SSN	Name	Eligibility	Eligibility Date	Invest. Type	Ongoing Investigation Open Date	Previous Investigation Close Date	Person Category	Grade	Position Code	Position Sensitivity	Accesses
N/A			SCI	2001 07 05	SBPR		2000 10 19	Civ	GG12	N/A	Spol Sen	TS Yes

Organization: 00168 - 00168

Office Symbol	SSN	Name	Eligibility	Eligibility Date	Invest. Type	Ongoing Investigation Open Date	Previous Investigation Close Date	Person Category	Grade	Position Code	Position Sensitivity	Accesses
N/A			SCI	2002 09 25	SSBI		2002 05 31	AD	E4	N/A	N/A	TS Yes

Organization: 003711EH - MWSS-371 MWSS-37 3RD MAW

Office Symbol	SSN	Name	Eligibility	Eligibility Date	Invest. Type	Ongoing Investigation Open Date	Previous Investigation Close Date	Person Category	Grade	Position Code	Position Sensitivity	Accesses
N/A			TS	2004 08 13	SSBI		2004 07 16	AD	E07	N/A	N/A	N/A N/A

Organization: 01230060 - SECURITY BN

Office Symbol	SSN	Name	Eligibility	Eligibility Date	Invest. Type	Ongoing Investigation Open Date	Previous Investigation Close Date	Person Category	Grade	Position Code	Position Sensitivity	Accesses
N/A			SCI	2005 05 11	SRPR		2005 04 13	AD	W2	N/A	N/A	TS N/A

1 of 234

HOW TO OBTAIN JCAVS REPORTS

File Edit View Favorites Tools Help

Address <https://jpasrpt.dsis.dod.mil/cognos/cgi-bin/imrap.cgi?U=IMRAP&CD=R&id=364c4021dd211b2b6a27ae39bc03eb&USERID=anderna2&CATCODE=2&LEVEL=Lev> Go Links

PSM Net Personnel Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Organization:**

- ☒ All Organizations
- ☐ Organization's Service Agency:

***Enter Search Criteria (include an * for wildcarding):**

Organization Name:

Organization Location:

Organization Code:

*** Sort By:**

- ☒ Name
- ☐ SSN

Next >

Done

Start JCAVS Main Screen - ... Doc25.doc - Microsoft ... JCAVS PSM Net Per...

6:32 AM

PSM Net Personnel - Report Output - Cognos Upfront - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://jpasrpt.dsis.dod.mil/cognos/cgi-bin/imrap.cgi> Go Links

PSM Net Personnel - Please Close Report Window using X in upper right of screen -- Do not use Back Button

Save a Copy Print Search Select 91% Sign

Bookmarks Pages Attachments Comments

Joint Personnel Adjudication System

PSM Net Personnel Report

SMO: 632854 - NCIS, Level 4

Page 1
Date: 2006-02-15
Time: 06:32:28

User Level: Level 4 This SMO Only Owning and Servicing Organization: All

Persons Owned by SMO: 632854 - NCIS, Level 4

Organization Name	SSN	Name	Person Category	Date of Birth	Place of Birth
0016 MP BDE HHC 16 MP			AD Officer	1974 02 08	N/A
00168			AD Enlisted	1981 06 25	New York
41664			Civ	1963 03 26	N/A
45615			Civ	1956 07 15	N/A
63021			AD Enlisted	1970 04 25	South Carolina
63285			Civ	1950 01 21	N/A
			AD Enlisted	1970 05 14	Pennsylvania
			Civ	1976 07 11	N/A
			Civ	1975 09 02	Cuba
			Civ	1941 05 31	N/A
			Civ	1967 10 03	N/A
			Civ	1972 08 05	N/A
			Civ	1958 03 14	N/A
			Civ	1952 04 26	N/A
			Civ	1950 03 28	N/A
			Civ	1968 11 17	N/A
			AD Enlisted	1972 01 05	Montana
			Civ	1954 10 26	N/A
			Civ	1973 05 04	N/A
			Civ	1954 10 23	N/A
			Civ	1972 07 17	N/A
			Civ	1952 10 25	N/A
			Civ	1955 05 21	N/A

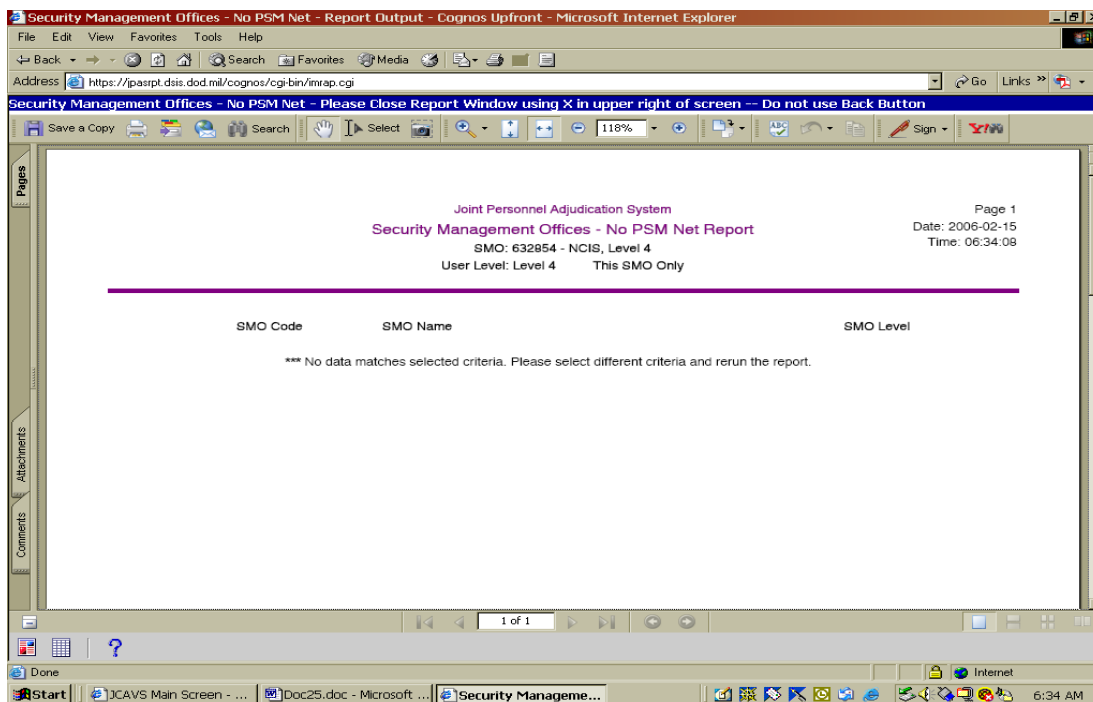
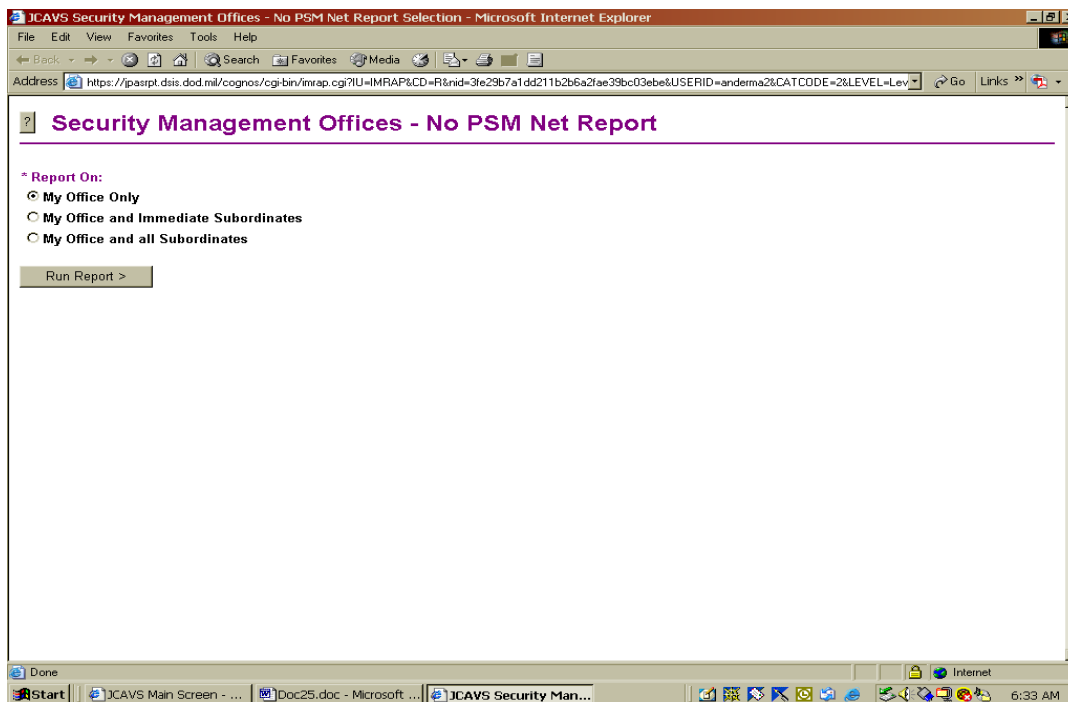
1 of 78

Done

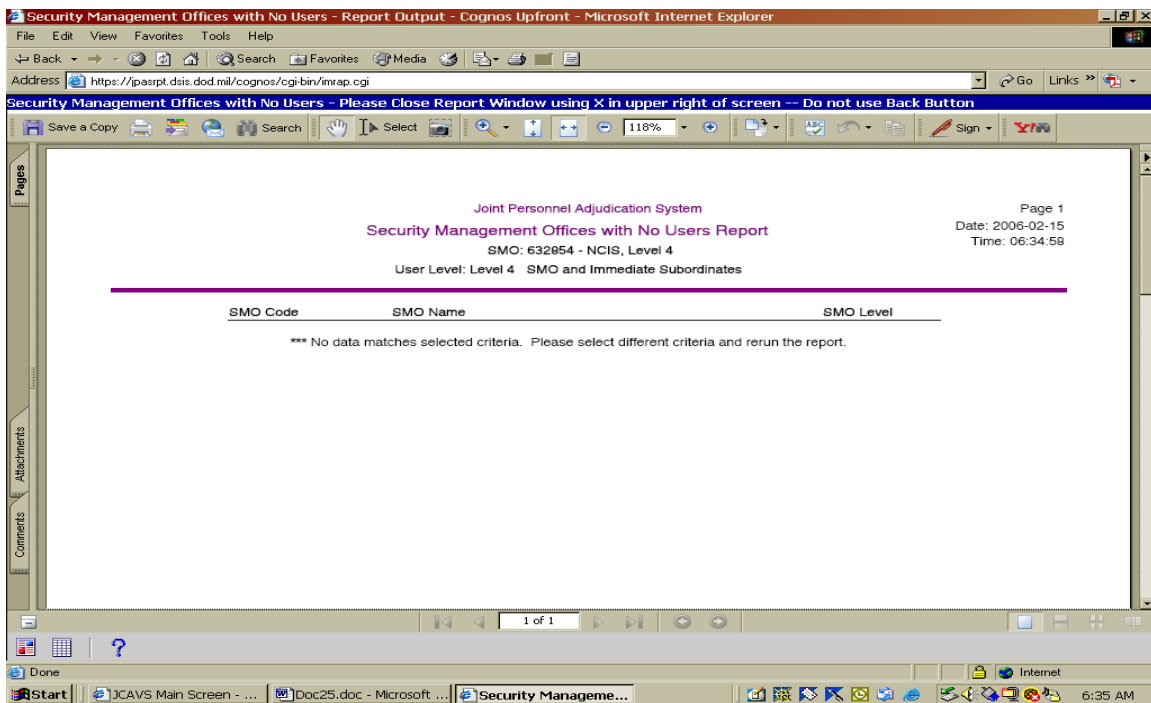
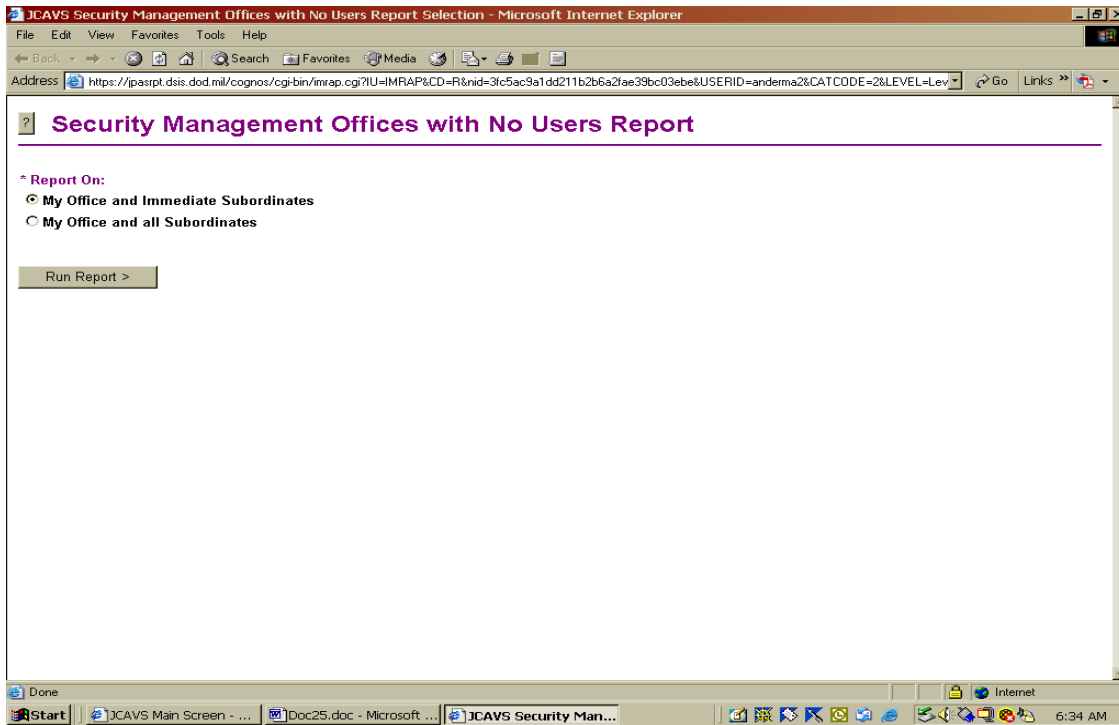
Start JCAVS Main Screen - ... Doc25.doc - Microsoft ... PSM Net Personnel ...

6:33 AM

HOW TO OBTAIN JCAVS REPORTS



HOW TO OBTAIN JCAVS REPORTS



HOW TO OBTAIN JCAVS REPORTS

JCAVS Security Management Offices w/ Person Categories and No Accesses Report Selection - Microsoft Internet Explorer

Address: <https://pasrpt.ds.is.dod.mil/cognos/cgi-bin/mrap.cgi?IU=IMRAP%CD=R&nd=402111341d211b2b6a2ae39bc03eb&USERID=anderma2&CATCODE=2&LEVEL=Lev>

Security Management Offices w/ Person Categories and No Accesses Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Sort By:**

- ☒ Name
- ☐ SSN

Run Report >

Security Management Offices w/Person Categories and No Accesses - Report Output - Cognos Upfront - Microsoft Internet Explorer

Address: <https://pasrpt.ds.is.dod.mil/cognos/cgi-bin/mrap.cgi>

Security Management Offices w/Person Categories and No Accesses - Please Close Report Window using X in upper right of screen -- Do not use Back

Rotate View

Joint Personnel Adjudication System

Security Management Offices w/ Person Categories and No Accesses Report

SMO: 632854 - NCIS, Level 4

Page 1
Date: 2006-02-15
Time: 09:59:34

User Level: Level 4 This SMO Only Owning and Servicing

Persons Owned by SMO: 632854 - NCIS, Level 4

SSN	Name	Category
		AD Enlisted
		Civ
		AD Enlisted
		AD Enlisted
		Civ
		Civ
		Civ
		Civ
		Civ
		Civ
		Civ
		Civ
		AD Enlisted
		Civ
		Civ
		Civ
		Civ
		Civ
		Civ

043-40-9127 ARMSTRONG, DONNA L

1 of 20

HOW TO OBTAIN JCAVS REPORTS

JCAVS Suspense Report Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ipaspt.dsis.dod.mil/cognos/cgi-bin/irmap.cgi?U=IMRAP&CD=R&id=429bfc121dd211b283003e8e7a5a7d76&USERID=anderna2&CATCODE=2&LEVEL=Lev> Go Links

Suspense Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Organization:**

- ☒ All Organizations
- ☐ Organization's Service Agency:

*** Enter Search Criteria (include an * for wildcarding):**

Organization Name:

Organization Location:

Organization Code:

*** Sort By:**

- ☒ Name
- ☐ SSN

Date Range

* Start of Date Range:

* End of Date Range:

Next >

Done

Start JCAVS Main Screen - ... Doc25.doc - Microsoft ... JCAVS Suspense Re... 6:37 AM

Suspense - Report Output - Cognos Upfront - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ipaspt.dsis.dod.mil/cognos/cgi-bin/irmap.cgi> Go Links

Suspense - Please Close Report Window using X in upper right of screen -- Do not use Back Button

Save a Copy Search Select 91% Sign

Pages

Attachments

Comments

Joint Personnel Adjudication System

Suspense Report

Page 1

Date: 2006-02-15

Time: 06:38:15

User Level: Level 4 This SMO Only Opening and Servicing Organization: All

Start Date: 2005-12-01 End Date: 2006-02-01

*** No data matches selected criteria. Please select different criteria and rerun the report.

1 of 1

Done

Internet

HOW TO OBTAIN JCAVS REPORTS

JCAVS Suspensions Report Selection - Microsoft Internet Explorer

Address: https://ipasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi?IU=IMRAP&CD=R&nid=42ba2aa21dd211b2b6a2ae39bc03eb&USERID=andema2&CAT CODE=2&LEVEL=Le...

Suspensions Report

*** Report On:**

- ☒ My Office Only
- ☐ My Office and Immediate Subordinates
- ☐ My Office and all Subordinates

*** For Persons:**

- ☐ Owned Only
- ☐ Serviced Only
- ☒ Owned and Serviced

*** Organization:**

- ☒ All Organizations
- ☐ Organization's Service Agency:

*** Enter Search Criteria (include an * for wildcarding):**

Organization Name:

Organization Location:

Organization Code:

*** Sort By:**

- ☒ Name
- ☐ SSN

Next >

Suspensions - Report Output - Cognos Upfront - Microsoft Internet Explorer

Address: https://ipasrpt.dsis.dod.mil/cognos/cgi-bin/mrap.cgi

Suspensions - Please Close Report Window using X in upper right of screen -- Do not use Back Button

Save a Copy | Search | Select | 91% | Sign

Joint Personnel Adjudication System
Suspensions Report
SMC [REDACTED]

User Level: Level 4 This SMC Only [REDACTED] [REDACTED] Organization: All

Page 1
Date: 2006-02-15
Time: 06:39:20

Persons Serviced by SMC [REDACTED]

Organization: 32998 - ONI SUPPORT CENTER OP SDC

Office Symbol	SSN	Name	Person Category	Grade	Suspension Date	Incident Date	Incident Criteria
[REDACTED]	[REDACTED]	[REDACTED]	AD	E6	2006 02 07	2006 02 06	Alcohol Consumption

*** END OF REPORT ***

1 of 2

JPAS TEST PROBLEM REPORT (TPR)

Overview of the Test Problem Report (TPR) Process

A Test Problem Report (TPR) is an online form submitted by JPAS users that documents problems or inconveniences with JPAS or enables you to offer suggestions for future enhancements.

1. A JPAS user submits a TPR via the JPAS Gateway. **(All Navy and Marine Corps requests will be e-mailed to pwilson@ncis.navy.mil)**
2. The TPR is received electronically and entered into a TPR tracking database at Houston Associates Inc. (HAI) where it is reviewed by an HAI Team member and assigned a TPR number. Once a TPR number is assigned, the submitter will receive an email with a copy of the TPR and the TPR number assigned.
3. The Local Configuration Control Board (LCCB), which is comprised of the various Service PMO Reps (Army, Navy, Air Force, WHS, DISCO, DOHA and DIA), the EDS Development Team members and HAI Independent Verification & Validation Team members, meets bimonthly to review each TPR and recommend that it be accepted for further processing or rejected. If accepted, the TPR is prioritized and the requested change will be implemented in a future release.
4. The submitter is notified via email of the status of their TPR Request.

JCAVS CLEARANCE ELIGIBILITY

LAA Confidential

LAA Secret

Pending Reply to Statement of Reason/LOI

Confidential

Denied-Cannot grant command access

No Determination Made-Cannot grant command access

Favorable-Cannot grant command access

Revoked-Cannot grant command access

Secret

Top Secret

SCI-DCID 6/4

Action Pending

Loss of Jurisdiction

MEANING OF JCAVS ELIGIBILITY ENTRIES

You will not receive the "indoctrinate" link with the following eligibility:

"Favorable" - A "Favorable" eligibility is entered when security clearance eligibility cannot be readily established. "Favorable" indicates the individual has a generally favorable investigation, but either has minor issues requiring a suitability determination, or has other issues, such as non-US citizenship, which may allow employment but would not support establishing security clearance eligibility. Contact DON CAF using RRU if security clearance eligibility is required.

"Pending Action", "Requires Review" or "No Determination Made" indicates the existence of derogatory or adverse information. Interim Access may not be granted. Contact the DON CAF using RRU to ask for eligibility determination.

"Loss of Jurisdiction" indicates that an individual changed their employment status (i.e. from active duty to drilling reservist, civilian or contractor; for one service to another) while in process of adjudication. When jurisdiction is lost, the completed investigation will not be adjudicated by the cognizant adjudication facility. If an security clearance eligibility determination is required, verify no break in service over 24 months, then contact the DON CAF using RRU to ask for eligibility determination.

POSITION SENSITIVITY CODES

0	N/A
1	Non Sensitive
2	Non Critical Sensitive
3	Critical Sensitive
4	Special Sensitive

JCAVS INVESTIGATION CODES

Investigation Description	Long Description
ANCI	Access National Agency Check plus Written Inquires and Credit Check
BI	Background Investigation
BIPN	Background Investigation plus Current National Agency Check
BIPR	Periodic Reinvestigation of Background Investigation
BIR	Background Investigation Requested
BITN	Background Investigation (10 year scope)
CI	Character Investigation
CNAC	National Agency Check plus Credit Check
CNCI	Child Care National Agency Check plus Written Inquires and Credit Check
ENAC	Entrance National Agency Check
ENAL	Entrance National Agency Check plus Special Investigative Inquiry
IBI	Interview Oriented Background Investigation
LBI	Limited Background Investigation
LBIP	Limited Background Investigation plus Current National Agency Check
LBIX	Limited Background Investigation - Expanded
LRC	Local Records Check
LRCN	Local Records Checks plus Investigation Requested
MBI	Minimum Background Investigation
MBIP	Minimum Background Investigation plus Current National Agency Check
MBIX	Minimum Background Investigation - Expanded
NAC	National Agency Check
NACB	National Agency Check//National Agency Check plus Written Inquires and Credit Check plus Background Investigation Requested
NACI	National Agency Check plus Written Inquires and Credit Check
NACL	National Agency Check plus Special Investigative Inquiry
NACP	National Agency Check plus 10 Years Service
NACS	National Agency Check//National Agency Check plus Written Inquires and Credit Check plus Single Scope Background Investigation Requested
NACW	National Agency Check plus Written Inquires and Credit Check
NACZ	National Agency Check plus Written Inquires and Credit Check plus Special Investigative Inquiry
NAFI	Non-Appropriated Fund Suitability Determination
NLC	National Agency Check, Local Agency Check & Credit

JCAVS INVESTIGATION CODES

Investigation Description	Long Description
NLC	National Agency Check, Local Agency Check & Credit Check
NNAC	National Agency Check plus Written Inquires and Credit Check Plus Current National Agency Check
NPSB	National Agency Check plus Partial Special Background Investigation
NSI	NSI-NACI/Suitability Determination
OTHR	Information Furnished by Sources Other than a Listed Investigation
PRI	Periodic Reinvestigation
PRS	Periodic Reinvestigation - SECRET
PRSC	Periodic Reinvestigation - Secret/Confidential
RSI	Reimbursable Suitability/Security Investigation
SAC	Single Agency Check/Special Agreement Check
SBBI	Special Background Investigation plus Current Background Investigation
SBI	Special Background Investigation
SBIP	Special Background Investigation/Single Scope Background Investigation plus Current National Agency Check
SBIR	Single Scope Background Investigation Requested
SBPR	Periodic Reinvestigation of Special Background Investigation/Single Scope Background Investigation
SII	Special Investigative Inquiry
SSBI	Single Scope Background Investigation
XNAC	Expanded National Agency Check/Entrance National Agency Check

Acronym

AFB	Air Force Base
ANACI	Access National Agency Check with Inquiries
Browser	An internet system, e.g., Netscape, Internet Explorer
BUPERS	Bureau of Naval Personnel
C	Confidential
CAF	Central Adjudication Facility
CAGE Code	Commercial and Government Entity Code
CC	Chain of Command
CNWDI	Critical Nuclear Weapons Design Information
CPR	Confidential Periodic Reinvestigation
CS	Critical Sensitive
DCID 6/4	Director, Central Intelligence Agency Policy 6/4 (Adjudication Policy)
DCII	Defense Clearance and Investigations Index
DCPDS	Defense Civilian Personnel Data System
DEERS	Defense Enrollment Eligibility Reporting System
DOB	Date of Birth
DoD	Department of Defense
DOE	Department of Energy
DOHA	Defense Office of Hearings and Appeals
DON CAF	Department of the Navy Central Adjudication Facility
DSS	Defense Security Service
ENAC	Expanded National Agency Check
ENTNAC	Entrance National Agency Check
EPSQ	Electronic Personnel Security Questionnaire
E-QUIP	Electronic Questionnaire
ES	Executive Secretary
FAD	Facility Access Determination
FBI	Federal Bureau of Investigation
FFI	Full Field Investigation
GMT	Greenwich Mean Time
HQMC	Headquarters, US Marine Corps
HRO	Human Resources Office
Hyperlink -	Active Link
INS	Immigration and Naturalization Service
IRR	Inactive Ready Reserves
IT	Information Technician
JAMS	Joint Adjudication Management System
JCAVS	Joint Clearance and Access Verification System
JPAS	Joint Personnel Adjudication System

Acronym

LAA	Limited Access Authorization
LOI	Letter of Intent
LOD	Letter of Denial
LON	Letter of Notification
LRC	Local Records Checks
MCTFS	Marine Corps Total Force System
MOS	Military Operations Specialty
NAC	National Agency Check
NACI	National Agency Check plus Inquiries
NACIC	National Agency Check plus Inquiries with Credit Check
NACLC	National Agency Check with Local Agency Checks and Credit Check
NAF	Non-appropriated Fund
NAFI	Non-appropriate Fund Instrumentalities
NATO	North Atlantic Treaty Organization
NCS	Noncritical-sensitive
NdA	Non-disclosure Agreement
NdS	Non-disclosure Statement
NJACS	Navy Joint Adjudication and Clearance System
NRO	National Reconnaissance Office
OPM	The Office of Personnel Management
OSD/ES	Office of the Secretary of Defense/Executive Secretary
OSD-WHS	Office of the Secretary of Defense—Washington Headquarters Service
PASCODE	Personnel Accounting System Code
PCS	Permanent Change of Station
PID	Personal Identifying Data
POB	Place of Birth
POC	Point of Contact
PR	Periodic Reinvestigation
PRP	Personnel Reliability Program
PS	Position Sensitivity
PSAB	Personnel Security Appeals Board
PSI	Personnel Security Investigation
PSM Net	Personnel Security Management Network
PSQ	Personnel Security Questionnaire
PSP	Presidential Support Program
RD	Restricted Data
RNLTD	Report No Later Than Date
RRU	Request to Research/Recertify/Upgrade Eligibility
RUC	Reporting Unit Code
S	Secret
SA	Security Access

Acronym

SAP	Special Access Program
SSBI	Single Scope Background Investigation
SSN	Social Security Number
SSO	Special Security Officer
TNAC	Trustworthiness National Agency Check
UIC	Unit Identification Code
USIS	US Investigative Service

DEFINITIONS

Access

The ability and opportunity to obtain knowledge of classified information. An individual, in fact, may have access to classified information by being in a place where such information is kept, if the security measures that are in force do not prevent the individual from gaining knowledge of such information.

Access National Agency Check with Written Inquiries (ANACI)

A review of documents and records conducted by the Office of Personnel Management (OPM), including a NAC and written inquiries to law enforcement agencies, former employers and supervisors, references, schools and financial institutions. Used to grant Confidential and Secret security clearance eligibility to federal civilian employees.

Account Manager

Performs management functions (i.e., adding new users, unlocking users, setting up Security Management Office (SMO)). We recommend 2 per Security Management Office.

Adjudication

The process of an examination of a sufficient amount of information regarding an individual to determine whether the individual is an acceptable security risk. A determination that a person is an acceptable security risk equates to a determination of eligibility for access to classified information and/or sensitive duty assignment.

Attestation

Requirement for an oral attestation by individuals upon being granted a Top Secret security clearance or granted access to a Special Access Program (SAP) or Sensitive Compartment Information (SCI). CNO Washington DC NAVADMIN 105/99 092137Z Apr 99.

Category Classification

Military category of specialty populated by the personnel systems.

Clearance

A formal determination that a person meets the personnel security standards and is thus eligible for access to classified information other than that protected in a special access program. There are three types of clearances: Confidential, Secret, and Top Secret. A Top Secret clearance makes an individual eligible for access to Top Secret, Secret, and Confidential classified material; a Secret clearance to Secret and Confidential material; and a Confidential clearance to Confidential material.

Confidential Periodic Reinvestigation

An investigation conducted at 15-year intervals for the purpose of updating a previously completed NAC, ENTNAC, or NACI. The CPR includes the elements of the NACLC.

Continuous Evaluation

The process by which all individuals who have established security clearance eligibility are monitored to assure they continue to meet the loyalty, reliability and trustworthiness standards expected of individuals who have access to classified information. The monitoring process relies on all personnel within a command to report questionable or unfavorable security information which could place in question an individual's loyalty, reliability, or trustworthiness.

DEFINITIONS

Critical Nuclear Weapon Design Information (CNWDI)

Top Secret Restricted Data or Secret Restricted Data that reveals the theory of operation or design of the components of a thermo-nuclear or implosion type fission bomb, warhead, demolition munitions, or test device. Specifically excluded is information concerning arming, fuzing, and firing systems; limited life components; and total are the components that DoD personnel set, maintain, operate, test or replace.

Defense Clearance and Investigative Index (DCII)

The DCII is the single, automated, central DoD repository which identifies investigations conducted by DoD investigative agencies, and prior to JPAS provided personnel security determinations made by DoD adjudicative authorities.

Entrance National Agency Check (ENTNAC)

A review of records held by certain National agencies including the Federal Bureau of Investigation (FBI). The FBI check is a name check only. This investigation were conducted on a first term enlistee in the Navy or Marine Corps prior to March 1999 and October 2003, respectively and used as a basis to grant Secret and Confidential security eligibility. An ENTNAC completed but not adjudicated by the DON CAF after 1 March 1999 CAN NOT be used as a basis to grant a security clearance eligibility.

Electronic Personnel Security Questionnaire (EPSQ)

The EPSQ is a software system developed by the Defense Security Service (DSS) that contains the necessary security forms needed to complete an individual's personnel security background investigation.

E-QIP

Electronic Personnel Security Questionnaire.

Foreign Relation

This information is populated into JPAS by the CAF based on information gleaned from a personnel security investigation (PSI).

Incident Report

The means in which you report derogatory information to the Central Adjudication Facility.

Indoctrinate

Mechanism in which you place the NDA, interim clearance and command granted access into JPAS.

In/Out Process

How you assign personnel to your PSM Net.

Indoctrinate Link

Link by which JCAVS users can document Nondisclosure Agreements, grant command access and special access.

Interim Security Clearance

A local determination to allow temporary access to classified information based on the favorable minimum investigative requirements, pending the completion of the full investigative requirements. (Interim access to Sensitive Compartmented Information cannot be approved locally and must be requested from the DON CAF).

Limited Access Authorization

Authorization for access to Confidential and Secret information granted by the CNO to non-U.S. citizens and immigrant aliens.

DEFINITIONS

Local Records Check (LRC)

A command review of available personnel, medical, legal, security, base/military police and other command records. A review of local civilian law enforcement records, the National Crime Information Center (NCIC), and the servicing NCIS office is **prohibited**.

Non-Disclosure Agreement NDA - (SF-312) must be executed by all personnel as a condition of access to classified information.

Non-Disclosure Statement NDS – (DD 1847-1) must be executed by all personnel prior to indoctrination into Sensitive Compartment Information (SCI) access programs.

National Agency Check (NAC)

A review of records of certain national agencies, including a technical fingerprint search of the files of the Federal Bureau of Investigation. This investigation where conducted on a first term enlistee in the Navy or Marine Corps prior to March 1999 and October 2003, respectively and used as a basis to grant Secret and Confidential security eligibility. An ENTNAC completed but not adjudicated by the DON CAF after 1 March 1999 CAN NOT be used as a basis to grant a security clearance eligibility.

National Agency Check with Local Agency Checks and Credit Check (NACLC)

The personnel security investigative requirement developed under E.O. 12968 for persons who will require access to Secret and Confidential classified information. A NACLC covers the past 5 years and consists of a NAC, a financial review, certification of date and place of birth, and LACs.

Non-SCI SMO

A Non-Sensitive Compartment Information Security Management Office. All commands using JPAS will have one for collateral security clearance eligibility.

NRO Designation

SCI-SMO's that have designation authority for those individual who work for the National Reconnaissance Office.

Occupation Code

This is a military members' rate, rank or designator.

Organization

This is the command assignment populated by the DEERS or DCPDS system.

Owning Relationship

Owning Relationship – Primary relationship between a SMO and an individual in a person category, (Usually individuals assigned to command).

Person Category

The affiliation for which an individual within Department of Defense, e.g., Navy Active, Navy Reserve, Navy Civilian, etc.

DEFINITIONS

Personnel Security Investigation (PSI)

Any investigation required for the purpose of determining the eligibility of DoD military and civilian personnel, contractor employees, consultants, and other persons affiliated with the DoD, for access to classified information, acceptance or retention in the Armed Forces, assignment or retention in sensitive duties, or other designated duties or access requiring such investigation. PSIs are conducted for the purpose of making initial personnel security determinations and to resolve allegations that may arise subsequent to a favorable personnel security determination to ascertain an individual's continued eligibility for access to classified information or assignment or retention in a sensitive position.

Personal Identification Data (PID)

Personal Information, e.g., date and place of birth, SSN, citizenship, on a individual within JCAVS. This data is fed into JCAVS by personnel databases (e.g., DEERS, DCPDS, BUPERS, MCTFS). The DON CAF, CNO and HQMC cannot enter this data.

Personnel Security Management Network (PSM Net)

Based on security relationships with individual person categories rather than units/organizations. This associates the Security Mangers (SM) with personnel for whom they have security responsibility. Allows SMs to take security actions on their personnel and to receive DON CAF notifications. Provides greater accountability for those actions and greater accuracy in management reporting.

Populate

When the information actually appears (recorded) in JPAS.

Position Sensitive (PS)

Any position whose occupant could bring about, by virtue of the nature of the position, a material adverse effect on the national security. This information populates only for federal civil servants only.

Presidential Support Program (PSP)

A program for which a person must be approved in order to work in any position that interacts near or with the President of the United States. The PSP is not an eligibility or an access in terms of JPAS. The person is adjudicated as normal and his or her eligibility is determined before the PSP process begins. Once eligibility is determined, the PSP approval process begins with JCAVS users. The Service Secretary may make a recommendation for a person entering PSP. However, the OSD/Executive Secretary (OSD/ES) makes the final decision.

Reciprocity

Acceptance by one agency or program of a clearance or access eligibility determination, whether favorable or unfavorable, made by another. Reciprocity does not include agency determinations of employment suitability.

Reinvestigation

An investigation conducted for the purpose of updating a previously completed investigation of persons occupying sensitive positions, afforded access to classified information or assigned other duties requiring reinvestigation. The intervals of reinvestigation are dependent upon the sensitivity of the position or access afforded. A periodic reinvestigation of an SSBI is conducted at 5 year intervals, a Secret periodic reinvestigation (SPR) is normally conducted at 10 year intervals and a Confidential periodic reinvestigation (CPR) is conducted at 15 year intervals.

Request to Research, Recertify and Upgrade Eligibility (RRU)

Means in which you request security clearance eligibility through JPAS.

DEFINITIONS

Secret Periodic Reinvestigation

An investigation conducted at 10 year intervals for the purpose of updating a previously completed NAC, ENT-NAC, or NACI. The SPR includes the elements of the NACLC.

Security Management Office (SMO)

Designation of command as SMO in system (done by account manager). Key to use of JCAVS. *If SMO is not set up, DON CAF can not communicate with the command.*

Sensitive Compartmented Information (SCI)

Classified information concerning or derived from intelligence sources, methods, or analytical processes, which is required to be handled within formal access control systems established by the Director of Central Intelligence.

Sensitive Duties

Duties in which an assigned military member or civilian employee could bring about, by virtue of the nature of the duties, a material adverse affect on the national security. Any duties requiring access to classified information are sensitive duties.

Sensitive Position

Any position so designated, in which the occupant could bring about, by virtue of the nature of the position, a materially adverse affect on the national security. All civilian positions within the DoD are designated either special-sensitive, critical-sensitive, noncritical-sensitive, or nonsensitive.

Servicing Relationship – Anything other than an “owning” relationship. Reflects capability to provide security services on a temporary basis outside person’s “owning” unit, (e.g., school assignment, TAD, servicing agreement, SSO assistance to indoctrinate).

Service Secretary Designation

Non-SCI SMO’s that have designation authority for those individuals who work for the service Secretaries.

Special Investigation Inquiry

A personnel security investigation index owned by OPM.

Single Scope Background Investigation (SSBI)

A personnel security investigation which provides extensive information regarding an individual, gathered from people and places where the individual has lived or worked. The period of investigation for a SSBI is variable, ranging from 3 years for neighborhood checks to 10 years for local agency checks. No investigative information will be pursued regarding an individuals' life prior to their 16th birthday.

Special Access Program (SAP)

A program established under DoD Directive 0-5205.7, for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same classification level.

Special Investigative Inquiry (SII)

A supplemental personnel security investigation of limited scope conducted to prove or disprove relevant allegations concerning an individual upon whom a personnel security determination has been previously made and who, at the time of the allegation holds a security clearance or otherwise occupies a position that requires a personnel security determination.

DEFINITIONS

SIGMA 16

This program allows a user to grant non-SCI access to sensitive nuclear weapons information. This functionality is being used by Air Force **users only**.

United States Citizen (to include U.S. Nationals)

A person born in the United States or any of its territories, a person born abroad but having one or both parents who are themselves United States citizens, and a person who has met the requirements for citizenship as determined by the Immigration and Naturalization Service and has taken the requisite oath of allegiance.

United States National

A United States citizen, or a person who, though not a citizen of the United States, owes permanent allegiance to the United States. NOTE: Consult 8 U.S.C. 1401(a)(1-7) whenever there is doubt whether a person qualifies as a national of the United States.

User levels

Account managers and users will be granted access to JCAVS based on the hierarchy of their command.

Navy JCAVS Points of Contact

Navy JCAVS Program Manager
202-433-8854
DSN 288-8854
FAX 202-433-8849

NAVY JCAVS Help Desk
202-433-8869/202-433/8843
DSN 288-8869/288-8843
FAX 202-433-8849

USMC JCAVS Account Manager
703-614-2320
DSN 224-2320
FAX 703-697-4035

Navy SCI JCAVS Account Manager
301-669-5892
DSN 659-5892
301-669-4066

Navy JPAS Program Manager
202-433-8869
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FAX 202-433-8849

Visit www.navysecurity.navy.mil to get up-to-date information on processes and procedures and the most current policies from CNO(N09N2), SSO Navy and USMC.